



Department of Energy CITZEN'S CHARTER 2024

1st Edition

DEPARTMENT OF ENERGY



DEPARTMENT OF ENERGY 2024 CITIZEN'S CHARTER (1st Edition)



I. Mandate

The Department is mandated by RA 7638 (Department of Energy Act of 1992) to prepare, integrate, coordinate, supervise and control all plans, programs, projects and activities of the Government relative to energy exploration, development, utilization, distribution and conservation.

II. Mission:

We at the Department of Energy, in partnership with our stakeholders, shall improve the quality of life of the Filipino by formulating and implementing policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably-priced energy.

In pursuit of this mission, we commit to render efficient service with utmost integrity. and professionalism.

III. Vision:

A globally competitive DOE powering up Filipino communities through clean, efficient, robust and sustainable energy systems that will create wealth, propel industries and transform the lives of men and women and the generations to come and professionalism.

IV. Performance Pledge:

We, at the Department of Energy, commit to:

- **SERVE** right the first time and every time thereafter
- **LISTEN** with utmost courtesy, respect and understanding
- **RESPOND** promptly, efficiently, and effectively
- **EXCEL** to exceed the needs and expectations of the general public

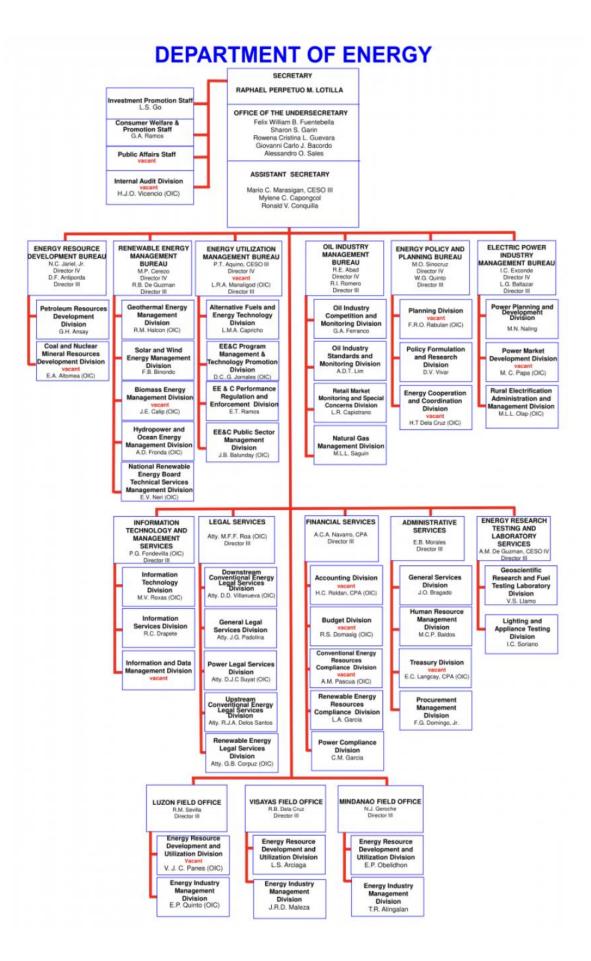


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BUREAUS

ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB)



ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB) SUMMARY OF PROCESSES External Services

Petroleum Resources Development Division (PRDD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Letter of Confirmation for Posting of</u> <u>Performance Bond</u>	3 Working Days	Simple
2. <u>Issuance of Tax-Exemption Certificate (TEC)</u> under PD 87	20 Working Days	Highly Technical
3. Issuance of Safety Engineer's/Officer's Permit	7 Working Days	Complex
4. <u>Issuance of Acknowledgement of Administrative</u> <u>Subcontracts, Letters of Registrations,</u> <u>Deficiencies & Penalties for Petroleum</u> <u>Subcontract Applications (ISO Certified)</u>	20 Working Days	Highly Technical
5. Conduct of Oil and Gas Seepage Investigation	20 Working Days	Highly Technical
6. <u>Issuance of Notice of Qualification to enter into a</u> <u>Petroleum Service Contract (PSC) under the</u> <u>Philippine Conventional Energy Contracting</u> <u>Program (PCECP)</u>	20 Working Days	Highly Technical
7. <u>Issuance of Endorsement to the Office of the</u> <u>President for the Award of a Petroleum Service</u> <u>Contract (PSC) under the Philippine Conventional</u> <u>Energy Contracting Program (PCECP)</u>	20 Working Days	Highly Technical
8. Issuance of Gratuitous Permit	20 Working Days	Highly Technical

Coal And Nuclear Minerals Division (CNMD)

PROCESSES	DURATION	CLASSIFICATION
 Issuance of Letter of Approval for Publication of Nominated Area of Interest under the PCECP for Coal 	20 Working Days	Highly Technical
10. <u>Issuance of Notice of Award for Coal Operating</u> <u>Contract (COC) under the Philippine</u> <u>Conventional Energy Contracting Program</u> (PCECP) for Coal	20 Working Days	Highly Technical
11. Issuance of Tax-Exemption under PD 972	20 Working Days	Highly Technical
12. <u>Issuance of Safety Engineer's (SE) or Safety</u> <u>Inspector's (SI) Permit</u> (ISO Certified)	7 Working Days	Complex
13. Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent	20 Working Days	Highly Technical
14. Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holder	20 Working Days	Highly Technical
15. Issuance of Coal Export Clearance (CEC)	20 Working Days	Highly Technical
16. Issuance of Certificate of Compliance for Coal Importation (CoC-CI)	20 Working Days	Highly Technical
17. <u>Issuance of Certificate of Coal Trader</u> Accreditation (CTA)	20 Working Days	Highly Technical
18. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical
19. <u>Issuance of Certificate of Coal End-User</u> Registration (CEUR)	20 Working Days	Highly Technical
20. Issuance of Certificate of Coal End-User Registration–Renewal (CEUR-R)	20 Working Days	Highly Technical
21. <u>Issuance of Confirmation Letter of Registered</u> Coal Subcontract	20 Working Days	Highly Technical



PETROLEUM RESOURCES DEVELOPMENT DIVISION (PRDD)

PROCESSES

- 1. <u>Issuance of Letter of Confirmation for Posting of Performance Bond</u>
- 2. Issuance of Tax-Exemption Certificate (TEC) under PD 87
- 3. Issuance of Safety Engineer's/Officer's Permit (ISO Certified)
- 4. <u>Issuance of Acknowledgement of Administrative Subcontracts, Letters of</u> <u>Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications</u>
- 5. Conduct of Oil and Gas Seep Investigation
- 6. <u>Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC)</u> <u>under the Philippine Conventional Energy Contracting Program (PCECP)</u>
- 7. <u>Issuance of Endorsement to the Office of the President for the Award of a Petroleum</u> <u>Service Contract (PSC) under the Philippine Conventional Energy Contracting</u> <u>Program (PCECP)</u>
- 8. Issuance of Gratuitous Permit



Issuance of Letter of Confirmation for Posting of Performance Bond

Submission of Petroleum Service Contractors' Performance Bond pursuant to PD 87 and Section VII of Petroleum Service Contract

Office or Division:	Petroleum Resources Development Division (PRDD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Business				
Who May Avail:	Petroleum Service Contract C	Operators			
CHECKLIS	T OF REQUIREMENTS		WHERE TO SE	CURE	
1. Application Let Undersecretary	ter addressed to the /		Client		
2. Performance B	ond		Insurance Com	panies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of Requirements	1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment		1 Working Day	Records Offices, RMD	
	1.2 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse request to PRDD		1 Working Day	Director, ERDB	
	 1.3 Technical Evaluation 1.3.1 Evaluate Basis for the posting of performance bond for the fulfillment of work commitment/s 1.3.2 Prepare letter for Service Contractor approving / disapproving the posting of performance bond 	None	1 Working Day	Petroleum Resources Development Division	

Total Number of Days 3 Working Days			king Days
· · ·	1.6 Send an official reply to Service Contractors		Records Officer, RMD
	1.5 Maintain the database of posted performance bond of all Petroleum Service Contractors	1 Working Day	SRS II, PRDD
	1.4 Sign the approval/ disapproval of the posting of performance bond		Director, ERDB



Issuance of Tax-Exemption Certificate (TEC) under PD 87

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Existing Petroleur	etroleum Service Contractors		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Application Letter a ERDB Director	addressed to	Client		
 Application form company represe and sealed by I copies) 	ntative, notarized	ERDB Annexes to DOE DC2018-03-006		
 TEC application n payment, officia processing fee 		PRDD-ERDB, Treasury Division		
 Company purch proforma/commercuser's, justification 	cial invoice,			
5. Packing list, if app	icable			
6. Specification (for v helicopters)	essels, rigs, and			
7. Computation of tax	kes waived			
8. Other applicable reper DC2018-03-00				
9. Additional Require	ments:	Client		
9.1 For Exportat	ion			
9.1.1 Picture of I	tems			
9.1.2 Photocopy Qualification				
9.2 For Disposal, Transfer	Donation, Sale or			
9.2.1 List of Item Recovered applicable	ns Cost Percentage, if			

9.2.2 DOE Appro Disposal, S 9.2.3 Photoco	Sale or Transfer				
Qualification					
CLIENT STEPS	AGENCY ACTIO	NS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of complete set of application requirements for issuance of Order of Payment 	1.1 TEC Number & Issuance of Order of Payment				SRS II / Senior SRS, PRDD
2. Payment of Processing Fee			Processing Fee- Php 750.00 / application or based on the DOE Schedule of Fees and Charges	None	Collection Officer, Treasury Division
3. Official submission of TEC application	3.1. Receiving of complete set application requirements and transmitta to Office of th Director, Ene Resource Development Bureau (ERD OD)	al e rgy		1 Working Day	Records Officer, RMD
	3.2 Transmittal to PRDD)		1 Working Day	Admin. Staff, ERDB
	3.3 Technical Evaluation			3 Working Days	Sr. SRS/SRS II, PRDD
	3.3.1 Prepare Endorsement Memorandum for			1 Working Day	Sr. SRS/SRS II, PRDD

	Clearance from PRDD to ERDB		
F E N C	3.3.2 Prepare Endorsement Memorandum for Clearance from ERDB to OUSEC / OSEC		
	Note: f technical equirements are not satisfied, DOE nforms or sends etter to Service Contractor giving eason for lisapproval		
	8.4 Approval of TEC & Endorsement for Clearance	2 Working Days	Director, ERDB
N In I I S S S S S S S S S S S S S S S	B.5 Legal Evaluation Note: f legal requirements are not satisfied: DOE informs or sends letter to Service Contractor giving reason for disapproval	2 Working Days	Division Chief, Conventional Energy Legal Services Division (CELSD)
	3.6 Endorsement for Clearance	1 Working Day	Division Chief, CELSD & Director Legal Services
Т А И И И И И И И И И И И И И И И И И И	8.7 Clearance for FEC; If cleared: TEC Approval Note: f not cleared: DOE nforms or sends etter to Service	7 Working Days	Supervising Undersecretary / Office of the Secretary

Total Number of Days	20 Working Days
Retention of duplicate copy	
TEC Ready for Release / Pick up by Client	1 Working Day Division Chief, Records Management Division
3.9 Authentication (DOE Dry Seal)	
3.8 Signing of TEC & Transmittal to the Records Section for Releasing	1 Working Day Director, ERDB
Contractor indicating the reason for disapproval	



Issuance of Safety Engineer's/Officer's Permit

Applying for Safety Engineer's/Officer's Permit under PD87 and DOE Department Circular No. DC2020-04-0010

-	ffice or vision:	Petroleum Resources Development Division (PRDD)			
CI	assification:	Complex Transaction	า		
Tr	/pe of ransaction:	Government-2-Busin	ess		
	ho May vail:	Existing Petroleum S	ervice Contractors		
C	CHECKLIST OF	REQUIREMENTS	WHE	RE TO SECURE	
1.		t Letter addressed to urce Development PB) Director		Client	
2.	company rep notarized, an Public	d sealed by Notary	Annex A of	ERDB DOE DC2020-04	-0010
3.	 Two (2) pieces 2"x2" size pictures taken not less than three (3) months at the time of filing 		Client		
4.	4. Copy of Official Receipt of the application/processing fee		DOE Tre	asury Division (T	D)
CI	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Payment of Application/ Processing	1.1 Issuance of Order of Payment		2 Hours	Administrative Assistant II, PRDD
	Fee		Application/Processing Fee – Php 550.00, subject to approval of the DOE Revised Schedule of Fees and Charges	2 Hours	Collection Officer, TD
2.	Submission of Endorsement letter and requirements	2.1 Official receiving of documents at Records Management Division (RMD)		1 Working Day	Records Officer, RMD
		2.2 Transmittal to ERDB-Office of		1 Working Day	Records Officer,

і 8

	the Director (ERDB-OD)		RMD
	2.3 Transmittal to PRDD	1 Working Da	Admin. Staff, ERDB
	2.4TechnicalEvaluation2.4.1Ifnottechnicallyqualified,PRDDrejectstheapplicationwith aletter to be signedbytheERDBDirector2.4.2If technicallyqualified,PRDDendorsestheapplicationtoERDBforfinalreviewand	2 Working Days	Chief Science Research Specialist (SRS)/ Senior SRS /SRS II, PRDD
	approval2.5ERDBreviewstheapplication2.5.1Ifdisapproved,PRDDrejectsPRDDrejectsapplicationwithalettersigned by theDirector2.5.2Ifapproved,ERDBrecordsandtransmitsthesignedpermitto thePRDD	1 Working Days	Director/Asst. Director, ERDB
	2.6 Transmittal to RMD Permit ready for release/pick up by contractor	4 Hours	Records Officer, RMD
Total	Number of Days	7 Workir	ng Days



Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications

Note: This process is ISO Certified.

Processing of Petroleum Subcontract Registration as per PD87 and DC2014-08-0013 amending OEA Circular No. 80-01-02

Of	fice or Division:	Petroleum Resourc	es Developm	ent Division (PRD	D)	
Cla	assification:	Highly Technical T	ransaction			
Ту	Type of Transaction: Government-2-Bus		iness			
W	no May Avail:	Existing Petroleum	Service Cont	ractors		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Request Letter addressed to ERDB Director		Client				
 Annexes of Subcontracts - Two (2) copies of actual sub-contracts and other relevant documents such as Invoices, Work and Purchase orders, Agreements (Original or Certified true copies) 		C	OOE Prescribed F	ormat		
3.	 Payment of Processing Fee of PHP200 per subcontract / agreement to be attached to item 1. 		Collection Officer, Treasury Division			
c	CLIENT STEPS AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Submission of subcontracts	1.1 Official receiving of documents1.2 Transmit the application to ERDB		1 Working Day	Records Officer, RMD	
		1.3 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse the request to the Petroleum Resources Development Division (PRDD)	None	1 Working Day	Director, ERDB	

1.4 Technical Evaluation		8 Working Days	PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II
1.4.1Evaluatesubcontracts inaccordance to thesubmitted WorkProgram and Budgetfor the CalendarYear for Petroleum-Operations relatedsubcontracts and/orAdministrativesubcontractsNote:If submission isincomplete, aDeficiency Notice isissued to thecontractor (End ofprocess). Those thathave passed will bereferred to the LegalServices for furtherevaluation.	None		PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II
1.4.2 Prepare memorandum to the Legal Services for Legal Evaluation			ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II
1.5 Legal Services to check legality of the subcontracts for registration (i.e. compliance to DOE DC2014- 08-0013) and transmit memo back to ERDB- OD/PRDD		8 Working Days	Director, Legal Services

	1.5.1 From LS Evaluation, PRDD Processors determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized and informs the Administrative Clerk to inform and issue Order of Payment to Client		1 Working Day (if necessary)	Supervisor and/or Senior SRS handling ISO Monitoring, SRS-II
2. Payment of Penalty for late registration (if necessary)	2.1 If submission did not meet the deadline, the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.		1 Working Day (if necessary)	ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II
	2.2 Issue Order of Payment for late submission for registration		30 minutes (if necessary)	PRDD Administrative Clerk
	2.3 Payment of penalty (The Official Receipt for the payment of penalty must be submitted to PRDD to resume registration of penalized subcontracts.)	Php 10,000.00 per late submitted subcontract (DOE DC2014- 08-0013)	30 minutes (if necessary)	Collection Officer, Treasury Division

3. Payment of Processing Fee	3.1 Issuance of Order of Payment (The Official Receipt for the payment of processing fee must be submitted to PRDD to resume registration of subcontracts.)	PHP200 per subcontract / agreement to be processed as per DOE Fees and charges.	30 minutes	Administrative Assistant II, PRDD (Issue Order of Payment), Payment to be received by Collection Officer, Treasury Division
4. Registration of Subcontracts / Acknowledgement of Administrative Subcontracts	4.1 Issue the Confirmation of Subcontract Registration		1 Working Day	Director, ERDB
	4.2 Recording and filing of Subcontract Registration	None		PRDD Sr. SRS handling the ISO Monitoring
5. Release to Client	5.1 Registered Subcontract ready for release to the Client		1 Working Day	PRDD Administrative Clerk
Total Number of	Days 20 Wo	orking Days (fo	or single subcontr	act application)

For batch or multiple applications, the following range of processing of registration for subcontract applications shall apply:

RANGE FOR SUBCONTRACT REGISTRATION					
NO. OF SUBCONTRACTS WORKING DAYS TO PROCESS (FROM RMD T					
	RELEASE)				
1	20				
2 to 20	21-60				
21 to 60	61-140				
61 to 120	141-220				
121 to 180	221-300				
181 to 300	301-365				
301 and above	2 years				



Conduct of Oil and Gas Seepage Investigation

Office or Division:		Petroleum Resources	Developm	ent Division (PRD	DD)
Classification:		Highly Technical Trans	action		
Type of Transaction	Type of Transaction: Government-2-Busines		s / Gover	nment-2-Citizen	
Who May Avail:		Any Individual / LGUs /	Compani	es	
CHECKLIST	OF F	REQUIREMENTS	WHERE TO SECURE		
number, addres 2. Location (Munic	ss/em cipali ere th	ict details (phone nail) of applicant; ty, Barangay or Sitio, he seep/s occur/s; and e/s of the seep	Client		
3. Description of	Jotur		FEES	DROCESSING	DEDSON
CLIENT STEPS	4	AGENCY ACTIONS	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements		Receive request at cords Management rision (RMD)		1 Working Day	Records Officer, RMD
	1.2	Transmit to ERDB-OD	None	1 Working Day	Records Officer, RMD
	Inv	Review and dorse for Field estigation and mpling		3 Working Days	Director, ERDB
	rec PR No If rec apj rec	npleteness of juirements by the DD		2 Working Days	Petroleum Resources Development Division (PRDD)

2. Discuss and schedule conduct of field investigation and/or assist DOE Field Office personnel during preliminary investigation	 2.1 Schedule Field Investigation and coordinate with applicant and/or Request DOE Field Office for preliminary investigation <i>Note:</i> <i>Taking into consideration</i> <i>the following:</i> <i>a. Participation/availability</i> <i>of applicant onsite.</i> <i>b. Accessibility of area;</i> <i>c. Safety; and/or</i> <i>d. Recommendation from</i> <i>DOE Field Office</i> <i>If any one of these</i> <i>considerations is not met,</i> <i>PRDD will officially notify</i> <i>the Client that further</i> <i>Investigation and</i> <i>sampling could not be</i> <i>conducted.</i> 	None	Depending on availability and response of the Applicant	PRDD / DOE Field Office	
3.Accompany DOE personnel during conduct of investigation and sampling	3.1 Field Investigation and Sampling (inclusive of travel time)		10 Working Days	PRDD / ERTLS / DOE Field Office	
	3.2 Laboratory analysis and transmittal of Results to ERDB		Depending on laboratory analysis	ERTLS	
	3.3 Prepare letter to Applicant; Results ready for release to client		3 Working Days	ERDB Director, PRDD	
Total Numb	Total Number of Days 20 Working Days (Excluding time on coordination with client and laboratory analysis)				



Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract under PD 87 and DOE Department Circular DC2017-12-0017

Office or Division:	Petroleum Resources De	evelopment Division	n (PRDD)	
Classification:	Highly Technical Transa	ction		
Type of Transaction:	Government-2-Business			
Who May Avail:	Petroleum Service Contr	actors / Companies	s Engaged in Petrole	eum Exploration
CHECKLIST O	F REQUIREMENTS		WHERE TO SECUR	E
1. Requirements as DC2017-12-0017	provided in Annex B of		Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Requirements and Payment of Application Fee / Challenge Fee 	1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment	Application Fee – Php 200,000.00 Challenge Fee (for Nominated Areas) – Php 1,000,000.00		Records Offices, RMD Energy Resource Development Bureau (ERDB) Treasury Division
	1.2 Opening of Proposals and Checking for Completeness of Applications by Technical Working Group (TWG): Note: This happens on a set date as dictated by the published PCECP	None	1 Working Day	Review and Evaluation Committee (REC) / Technical Working Group (TWG) -PRDD -Financial Services (FS) -Legal Services (LS)

the results of the TWG substantive evaluation 1.5 REC Meeting to	1 Working Days REC
discuss the results of the TWG	1 Working Days REC
substantive evaluation	
1.6 Preparation of documents and issuance of Notice of Qualification to	3 Working Days PCECP Secretariat
documents and issuance of Notice	5 - 7



Issuance of Endorsement to the Office of the President for the Award of a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract under PD 87 and DOE Department Circular DC2017-12-0017

Office or Division:	Petroleum Resources Development Division (PRDD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Business	3			
Who May Avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration				
CHECKLIST O	REQUIREMENTS		WHERE TO SECUR	E	
		Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of Requirements	 1.1 Official receiving documents at Records Management Division (RMD) 1.2 Transmittal of requirements to REC Chair 	None	1 Working Day	Records Management Division	
	1.3 Transmittal of response from REC Chair to REC TWG Head	None	1 Working Day	REC Chair	
	1.4 Evaluation of completeness of submitted documents	None	3 Working Days	REC TWG	

	1.5 Preparation of	None	3 Working Days	PCECP
	Documents for			Secretariat
	REC Meeting			
	1.6 REC Meeting	None	1 Working Day	REC
	1.7 Finalization of	None	3 Working Days	PCECP
	Documents and			Secretariat
	Transmittal to			
	the Office of the			
	Secretary			
	1.8 Review and		7 Working Days	OSEC
	approval of the			
	Memorandum to	None		
	the Office of the			
	President and			
	signed execution			
	copy of the PSC			
	1.9 Transmittal to	None	1 Working Day	Records
	the Office of			Management
	the President			Division
Total Number of Da	ys	20 W	orking Days	



Issuance of Gratuitous Permit

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business / Government-2-Citizen			
Who May Avail:	Any Individual / LGUs / Companies			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
 Completed Gas Sample Laboratory Results from DOE, indicating the presence of methane gas-based on DOE's actual investigation. 		Energy Research and Testing Laboratory Services – Geoscientific Research and Fuel Testing Laboratory Division (ERTLS-GRFTLD)		
As stated in PD 508 and DOE Dept. Circular No. DC2018-07-0020:				
 Application Letter addressed to the: The Undersecretary in charge of Energy Resource Development Bureau Department of Energy Center, Merritt Road, Fort Bonifacio Taguig, Metro Manila 1201 				
Contents of a Gratuitous Permit Application: 2.1 Full name and post office or business address of the applicant;		Client		
2.2 In case of an individu citizenship, age, sex and c				
a. In case the applican or corporation, the place an organization, registration, a authorized organization or existence; and location, sh hectares of the area being	nd the date of and length of corporate life or ape and size in			
b. A copy of the Article Incorporation or Articles of registered with the Securiti Exchange Commission, if t	Partnership duly es and			

corporation or partnersh	nip;			
c. Map and technical description of the area desired to be explored or exploited duly signed by a licensed geodetic engineer;				
d. A work program and budget with timeline to explore and develop natural marsh or Methane gas deposit;				
e. Endorsement from the local Barangay Captain and Municipal Mayor;				
f. Proof of payment of application fee amounting to One Thousand Pesos (Php 1,000.00); and				
 g. Proof of minimum operating capital of One Hundred Thousand Pesos (Php 100,000.00) whether in cash or in kind. The necessary proof includes financial statements, real property tax declaration, contract of lease of equipment, and such other similar proof as would show that the applicant has the requisite means and resources to pursue the operations under the gratuitous permit. Note: Incomplete applications will not be 				
accepted CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	ACTIONS 1.1 Receive Request at the Records Management Division (RMD)	BE PAID	TIME	Records Officer, RMD
1.2 Transmit to Energy Resource Development Bureau – Office of the Director (ERDB-OD)		None	1 Working Day	Records Officer, RMD

	1.3 Review and endorse for evaluation		3 Working Days	Director, ERDB
	1.4 Review completeness of requirements <i>Note:</i> <i>If incomplete</i> <i>requirements,</i> <i>DOE sends letter</i> <i>to applicant to</i> <i>complete</i> <i>requirements</i>		5 Working Days	PRDD
2. Payment of Application Fee	2.1 Issue Order of Payment			Client / PRDD
		Php 1,000.00	Depending on Client	Client / Treasury Division
	2.3 Endorse to Information Technology Management System (ITMS), Legal Services (LS), and Financial Services (FS) for evaluation		4 Working Days	ERDB Director, PRDD
	2.4 Area, Legal and Financial Evaluations <i>Note:</i> <i>If application did</i> <i>not pass</i> <i>evaluation, DOE</i> <i>sends letter to</i> <i>applicant</i>		Depending on ITMS, LS and FS	Information Technology Management Services (ITMS), Legal Services (LS) and Financial Services (FS)

Total Number of Days	20 Working Days	
2.6 Approve the Permit. Permit available for release to client	Depending onSupervisingSupervisingUndersecretaryUndersecretaryfor ERDB	
2.5 Prepare the Permit and Endorse for approval	6 Working Days <i>ERDB Director,</i> <i>PRDD</i>	



COAL AND NUCLEAR MINERALS DIVISION (CNMD)

PROCESSES

- 1. <u>Issuance of Letter of Approval for Publication of Nominated Area of Interest under the</u> <u>PCECP for Coal</u>
- 2. <u>Issuance of Notice of Award for Coal Operating Contract (COC) under the Philippine</u> <u>Conventional Energy Contracting Program (PCECP) for Coal</u>
- 3. Issuance of Tax-Exemption under PD 972
- 4. <u>*Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit</u> (ISO Certified)
- 5. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) Independent</u>
- 6. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating</u> <u>Contract (COC) Holder</u>
- 7. Issuance of Coal Export Clearance (CEC)
- 8. Issuance of Certificate of Compliance for Coal Importation (CoC-CI)
- 9. Issuance of Certificate of Coal Trader Accreditation (CTA)
- 10. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)
- 11. Issuance of Certificate of Coal End-User Registration (CEUR)
- 12. Issuance of Certificate of Coal End-User Registration-Renewal (CEUR-R)
- 13. Issuance of Confirmation Letter of Registered Coal Subcontract



Issuance of Letter of Approval for Publication of Nominated Area of Interest under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Office or Division	Coal and Nuclear Minerals Division (CNMD)				
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Business				
Who May Avail	Corporations, Companie	Corporations, Companies and Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
 Applicant/s for COC shall formally nominate through written communication the area/s of their interest addressed to the Review and Evaluation Committee (REC) for consideration. Before the nomination is accepted for publication, the following shall be submitted: 		Client			
1.1 Technical Description of the nominated area/s as verified by DOE–Information Technology and Management Services (DOE-ITMS);		DOE-ITMS			
 Area Clearance of nominated area/s from the DOE-ITMS; 		DOE-ITMS			
1.3 Certification from the Department of Environment and Natural Resources (DENR) that the nominated area/s is/area not within Protected area/s; and		DENR			
1.4 Certification from the Local Government Unit (LGU) that the nominated area/s is/are not within a mining activity ban.		LGU			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of complete set/s of application requirements in paper format to the Records Management Division (RMD)	1.1 RMD receives the complete application requirements	None	0.5 Working Day	Records Officer, RMD	
	1.2 RMD transmits the complete application		0.5 Working Day		

requirements to the		
Review and Evaluation		
Committee (REC) Chair/		
Undersecretary		
1.3 REC Chair /		
Undersecretary receives		
and transmits the		REC Chair /
complete application	1 Working Day	Undersecretary
requirements to REC		Undersecretary
and Technical Working		
Group (TWG)		
1.4 REC and TWG		
checks the		
completeness of the		
submitted requirements		
1.4.1 If the submitted		
requirements are	1 Working Day	
incomplete, REC and		
TWG informs the		
applicant of the		
incompleteness		
1.5 If the submitted		REC & TWG
requirements are		
-		
complete, REC and TWG conduct evaluation	7 Working Days	
of the application		
requirements 1.6 REC and TWG		
endorse the results of		
	1 Working Day	
evaluation of the	1 Working Day	
application to the		
Assistant Secretary		
1.7 Assistant		
Secretary reviews and		
evaluates the	2 Working Days	
application endorsed by		Assistant
REC and TWG		Secretary
1.8 Assistant		
Secretary endorses the	1 Working Day	
application to the		
Undersecretary		
1.9 Undersecretary		
reviews and evaluates	3 Working Days	
the application		
 1.10 Undersecretary		Undersecretary
transmits the Letter of	1 Working Day	
Approval or Disapproval	i working Day	
of Publication to RMD		

Approval or Disapproval of Publication to the Applicant	1 Working Day	Records Officer, RMD
	20 Workir	



Issuance of Notice of Award of Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Office	e or Division	Coal and Nuclear Minerals Division (CNMD)				
Class	sification	Highly Technical Appl	Highly Technical Application			
Туре	of Transaction	Government-2-Busine	siness			
Who	Who May Avail Corporations, Comparison		panies and Cooperatives			
CHECKLIST OF REQUIREMENTS		QUIREMENTS	WHERE TO SECURE			
1.	Legal Documentat					
a.	Duly filled-out cov sheet showing a b application;		DOE Website / DC2017-09-0010 Annex A			
b.			SEC			
C.		of the GIS stamped EC not more than 12 time of filing of				
d.			Client			
e.		/alent, issued or he appropriate				
2.	Work Program Do	cumentation				

a.	Geological Report (Narrative presentation of available data such as geology, coal quality, resource estimate, if available, etc., indicating presence of coal resources at depth);	
b.	Proposed Exploration Work Program (Narrative discussion of the different exploration strategies and methodologies to be employed in delineating coal resources at depth with subsequent manpower complement and projected expenditures on annual basis for each activity with respect to the area or areas specified in the proposal);	Client
C.	The work equivalents as provided for in Chapter Four (4) Section III of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines" shall be applied equivalent to 9,000 feet or 2,743 meters drillhole- equivalent per coal block annually;	
d.	Schedule of Works and Manpower Requirements in Gantt Chart; and,	
е. 3.	Projected Exploration Expenditures. Technical Documentation	
З.		Client
a.	Particulars of technical and industrial resources available to the applicant for the exploration of coal resources;	Client
b.	Particulars on the technical and industrial qualifications, eligibilities and work related experiences of the applicant and its employees;	
C.	Particulars on the experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings; and,	
d.	Particulars on organizational and management structures relative to administration, financial and technical aspects of the applicant.	
4.	Financial Documentation	
a.	For corporations existing for more than two (2) years at the time of filing of application:	Client

i.Original Copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and Original Copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing;
ii.Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS;
 iii.Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable; and, iv.A certified true copy of the latest income tax return filed with the Bureau of Internal Revenue, and duly validated
 with the tax payments made thereon. b. For newly-organized corporations existing for less than two (2) years at the time of filing of application: i. Original Copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such
as the President and/or Chief Finance Officer; ii.Original Copy of the Bank Certification to substantiate the cash balance as of the
latest unaudited FS; and, iii. Original Copy of the Projected Cash Flow Statement for three (3) years
covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable.

 corporations with Financial guaran companies to the shareholders of limited to their e allowable maxin foreign capitaliz i.Original Copy of financial docum ii.Original Copy of Undertaking/ Su Company to fun and, iii.General Information shareholders of the Parent Com d. Minimum workin (Liquid Assets L 150% of the fination the first contract work program a for in Chapter O A.1.a of BED Ci "Guidelines for O Philippines". Liq only of cash, trata and short-term i Credit line is not e. The applicant sh working capital to application sepa PCECP areas, reservice contract 	eir subsidiaries that are the applicant shall be quity participation in the num forty percent (40%) ation: f the Parent Company's ents per 4.a.i. and 4.a.ii.; f duly notarized Letter of upport from the Parent d the Work Program; ation Sheet (GIS) of the the applicant availing of pany fund guarantee. ng capital requirement ess Current Liabilities) is ancial commitment for t year of the proposed and budget as provided one (1) Section III item rcular 81-11-10 or Coal Operations in the uid Assets shall consist de accounts receivables nvestments/placements.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of non- refundable application fee per area to participate in the PCECP	1.1 Review and Evaluation Committee (REC) –Technical Working Group (TWG) issues Payment Order to the applicant		1 Working Day	REC-TWG
	1.2 Treasury Division receives payment from applicant	Application fee per		Collection Officer, Treasury Division

	and issues Official	araa Dha		
	Receipt (OR)	area - Php		
		200,000.00		
 2. Submission of three (3) complete sets of application requirements in both paper and digital format with OR to the Records Management Division (RMD) (To be submitted by the applicant on or before 1100H of the 60th calendar day after date of publication) 	2.1 RMD receives the three (3) complete sets of application documents in both paper and digital format with OR	None	1 Working Day	Records Officer RMD
	2.2 REC and TWG conducts the Opening of Application Documents (1300H on the final day of submission of documents)		1 Working Day	
	2.3 REC and TWG conducts Legal, Technical and Financial evaluation of the submitted applications		6 Working Days	REC & TWG
	2.4 REC and TWG endorses the highest ranked and compliant applicant to the Assistant Secretary		1 Working Day	
	2.5 Assistant Secretary reviews and evaluates the highest ranked applicant		2 Working Days	
	2.6 Assistant Secretary endorses the highest ranked applicant to the Undersecretary		1 Working Day	Assistant Secretary

Total Number of Days:	20 Workin	g Days
2.10 RMD transmits and releases the Notice of Award to the Applicant	1 Working Day	Records Officer RMD
2.9 The Secretary transmits the letter of Approval or Disapproval of Notice of Award to RMD	1 Working Day	Secretary
2.8 The Secretary reviews and evaluates the application	2 Working Days	
2.7.2 If approved, Undersecretary endorses the highest ranked applicant along with the Notice of Award to the Secretary	1 Working Day	
2.7.1 If disapproved, Undersecretary shall notify the applicant thru a letter		Undersecretary
2.7 Undersecretary reviews and evaluates the highest ranked applicant	2 Working Days	



Issuance of Tax-Exemption Certificate (TEC) under PD 972

Office or Division	Coal and Nuclear Miner	als Division	(CNMD)		
Classification	Highly Technical Transa	Highly Technical Transaction			
Type of Transaction	Government-2-Busines	S			
Who May Avail	Coal Operating Contrac	t (COC) hol	ders		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Original Transmittal Authorized Company	y Representative		Client		
duly signed by comp	applicable DOE TEC form any representative and by a Notary Public (4		DOE - CNMI	D	
3. Company purchase documents	order and shipping		Client		
Emergency Impo expected or actual machinery, spare b. Proof of posting a favor of the BOC the stated amoun the Emergency In exempted.	Importation: nowing the necessity of the rtation, the urgency and the al date of arrival of the parts and or materials. a good and sufficient bond in in an amount not less than t of duty and tax from which inportation is being	Client			
of such sale, includir remittance of gain, a	encing the consummation ng the proper reporting or s may be as applicable.		Client	an an kank	
	eipt or validated deposit slip pplication and permit fees		DE-Treasury Divisio		
CLIENT STEPS	AGENCY ACTIONS	FEES PROCESSING PERSON TO BE TIME RESPONSIBLE			
 Submission of Complete Documents with Official Receipt / Proof of Payment – Records Management Division (RMD) 	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	Records Officer RMD	

1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	Records Officer RMD
1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	Admin. Staff ERDB
1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		4 Working Dave	Sr. SRS/SRS II CNMD TAS FS-CERCD (For sale/disposal)
1.4.1 If technical requirement is not satisfied, CNMD rejects the application with a letter signed by the ERDB Director		4 Working Days	Sr. SRS/SRS II CNMD
1.4.2 If technical requirement is satisfied, CNMD prepares the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB		1 Working Day	Chief SRS CNMD
1.5 ERDB Director reviews the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC		2 Working Days	Director ERDB
1.5.1 If disapproved, CNMD rejects the application with a letter signed by ERDB Director			Sr. SRS/SRS II CNMD

1.5.2 If approved, ERDB endorses the application to the Legal Services (LS)		Director ERDB
1.6 LS conducts a Legal Evaluation on the endorsed application		Attomey IV Legal Services
1.6.1 If Legal Requirements are not satisfied, CNMD rejects the application with a letter signed by ERDB Director	2 Working Days	Sr. SRS/SRS II CNMD
1.6.2 If Legal Requirements are satisfied, LS endorses application to the Undersecretary / Secretary		<i>Attorney V</i> Legal Services
1.7 Undersecretary or Secretary reviews the endorsed application		Undersecretary or Secretary DOE
1.7.1 If disapproved, CNMD rejects application with a letter signed by ERDB Director	7 Working Days	Sr. SRS/SRS II CNMD
1.7.2 If approved, Usec./Sec. endorses the approved TEC to ERDB		Staff Office of Usec./Sec.
1.8 ERDB Director signs the TEC and transmits to the CNMD	1 Working Day	Director ERDB
1.8.1 CNMD records the Approved TEC and transmits to RMD.	0.5 Working Day	<i>Admin. Staff</i> CNMD
If a DOE sticker must be pasted, CNMD notifies the applicant and issues a		

	Payment Order for the DOE Sticker			
2. Payment of DOE sticker (if applicable)	2.1 RMD records, dry seals, and releases the TEC to the applicant	Sticker Fee – Php 300.00	0.5 Working Day	Records Officer RMD
Total Number of Days			20 Working	g Days



Issuance of Safety Engineer's (SE) and/or Safety Inspector's (SI) Permit

Note: This process is ISO Certified.

Offic	e or Division	Coal and Nuclear Mir	nerals Division (CNMD)			
Clas	sification	Complex Transaction				
Туре	e of Transaction	PermitGovernment-2-	nt-2-Business			
Who			gineer and Safety Inspector of Coal Operating ders and/or Small-Scale Coal Mining Permit			
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
Α.	For Safety Enginee	er				
1.	Duly accomplished DOE-ERDB-QF-00 ²		CNMD Office / DOE Website			
2. 3.	Originally Signed Re Certificate/s of Train Safety and Health re	ning in General				
4.	Operations Two (2) 2"x2" ID pho	oto				
5.	Certified True Copy		Client			
6. 7.	Original Copy of valid Police Clearance Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder					
8.	 Copy of Official Receipt or validated deposit slip for the payment of application and permit fees 		DOE-Treasury Division or bank Application Fee Php 550.00			
B .	For Safety Inspect					
1.	Filled-up ERDB For QF-001		CNMD Office/DOE Website			
2.	Originally Signed Re					
3.	Two (2) 2"x2" ID pho					
<u>4.</u> 5.	recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		Client			
6.						

Metallurgy Certificate Employme showing at				
c. Certified T Records if Engineerin Chemistry Employme Showing a experience d. Certified T Diploma, a Employme	e in Safety Work rue Copy of School Undergraduate in any ig, Geology, Metallurgy, or course, and Certificate of nt/Employment Record t least three (3) years of in Safety Work rue Copy of High School and Certificate of nt/Employment Record			
experience	t least five (5) years of in Safety Work			
Transcript of Employr showing at	rue Copy of High School of Records and Certificate ment/Employment Record t least ten (10) years of a in Safety Work			
	Receipt or validated deposit ent of application and	DOE-Treasury Division or bank Application Fee Php 550.00		
CLIENT STEPS AGENCY ACTIONS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS 1. Submission of Complete Documents with Official Receipt/Proof of Payment – Records Management Division (RMD) Division	AGENCY ACTIONS 1.1 RMD receives the complete documents with Official Receipt/Proof of Payment			
1. Submission of Complete Documents with Official Receipt/Proof of Payment – Records Management	1.1 RMD receives the complete documents with Official Receipt/Proof of		TIME	RESPONSIBLE Records Officer,
1. Submission of Complete Documents with Official Receipt/Proof of Payment – Records Management	 1.1 RMD receives the complete documents with Official Receipt/Proof of Payment 1.2 RMD transmits the received documents to the Energy Resource Development Bureau 		TIME 0.5 Working Day	RESPONSIBLE Records Officer, RMD

	1.4.1 If not technically qualified, CNMD rejects the application with a letter signed by the ERDB Director		Chief SRS, CNMD
	1.4.2 If technically qualified, CNMD endorses the application to ERDB for final review and approval		Chief SRS, CNMD
	1.5 ERDB reviews the endorsed application	1 Working Day	<i>Director,</i> ERDB
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the Director		Sr. SRS/SRS II, CNMD
	1.5.2 If approved, ERDB records and transmits the signed permit to the CNMD		Admin. Staff, ERDB
	1.6 CNMD records and transmits the approved permit to the RMD	0.5 Working Day	Admin. Staff, CNMD
	1.7 RMD records and releases the Approved Permit	0.5 Working Day	Records Officer, RMD
Total Number o	f Days	7 Working Days (for single	e application)

Note: For batch or multiple applications the following range of processing of applications shall apply:

RANGE FOR ISSUANCE OF SAFETY ENGINEER'S AND SAFETY INSPECTOR'S PERMIT					
NO. OF APPLICATIONS NO. WORKING DAYS TO PROCESS					
1	7				
2 to 10	14				
11 to 20	21				
21 to 30	28				
31 and above	35				

Further, notification to client can be supplemented with telephone call, SMS message, fax or email.



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent

Office or Division	Coal and Nuclear Mi	nerals Division (CNMD)		
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Citizen			
Who May Avail	Interested individuals	6		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Submit Three (3) sets		WHERE TO SECORE		
 Application Letter address director and signed by Authorized Representa Duly Accomplished Ap 	the Applicant or any tive plication Form			
3. Survey Plan (1 mylar, 2 and sealed by Geodeti				
4. Technical Description				
5. Lot Data Computation				
 Certification of Resider Barangay Captain a Municipal/City Mayo 	and;			
 7. Work Program (signed Mining Engineer): 7.1 Computation of Computation 	-			
		Client		
7.3 Projection of Daily and Rates	d Annual Production			
7.4 Table of Organizat	ion			
7.5 List of Mining Equi	pment			
7.6 Geological Map of Are 1:1000	a Applied, Scale			
7.7 Detailed Mine Plan, Scale 1:1000				
7.8 Production Cost per m	etric ton			
7.9 Minimum Acceptable metric ton	Market Price per			
8. Proof of Working Capit Bank Deposit)	al (i.e., Certificate of			

9. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment 	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	<i>Records Officer,</i> RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	Records Officer, RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	Admin. Staff, ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	Sr. SRS/SRS II, CNMD
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	Chief SRS, CNMD
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			Bureau Director, ERDB
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			Chief SRS, CNMD
	1.6 ERDB Reviews and Approves the		2 Working Days	Bureau Director, ERDB

	evaluated SSCMP application		
	1.6.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director		Bureau Director, ERDB
	1.6.2 If approved, ERDB records and transmits the approved SSCMP to CNMD		<i>Admin. Staff,</i> ERDB
	1.7 CNMD records and transmits the approved SSCMP to RMD	1 Working Day	Admin. Staff, CNMD
	1.8 RMD Records and releases the approved SSCMP thru mail	1 Working Day	Records Officer, RMD
Total Nu	mber of Days	20 Working	Days



Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holders

Office or Division	Coal and Nuclear Minerals Division (CNMD)				
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Citizen				
Who May Avail	Interested individuals				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
Submit Three (3) sets	9	WHERE TO SECORE			
1. Application Letter addre					
and signed by the Appli	cant or any Authorized				
Representative	lighting Form				
2. Duly Accomplished App 3. Survey Plan (1 mylar, 2					
and sealed by Geodetic	. , .				
4. Technical Description	Engineer				
5. Lot Data Computation					
6. Certification of Residence	cy from:				
6.1 Barangay Captain ar					
6.2 Municipal/City Mayor					
0.2 Manepai/Orty Mayor					
7. Work Program (signed a	and sealed by Mining				
Engineer):					
a. Computation of Coa					
b. Mining Method to be		Client			
7.1 Projection of Daily and	Annual Production				
Rates					
7.2 Table of Organization					
7.3 List of Mining Equipme					
7.4 Geological Map of Area	Applied, Scale 1:1000				
7.5 Detailed Mine Plan, Sca	ale 1:1000				
7.6 Production Cost per me	etric ton				
7.7 Minimum Acceptable M	arket Price per metric				
ton					
8. Proof of Working Capita	L(i.e. Certificate of				
Bank Deposit)					
9. Operating Agreement					
10.Contract of Purchase ar	nd Sale				
	ipt or validated deposit	DOE-Treasury Division or bank			
slip for the payment of appl	ication and permit fees				

		Application Fee Php 1,000.00 per hectare or fraction thereof		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment 	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	Records Officer, RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	Records Officer, RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	Admin. Staff, ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	Sr. SRS/SRS II, CNMD
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	Chief SRS, CNMD
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			Bureau Director, ERDB
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			Chief SRS, CNMD
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	Bureau Director, ERDB
	1.6.1 If disapproved, CNMD rejects the application			Bureau Director, ERDB

Total I	Number of Days	20 Working	g Days
	1.8 RMD Records and releases the approved SSCMP	1 Working Day	Records Officer, RMD
	1.7 CNMD Records and transmits the approved SSCMP to RMD	1 Working Day	Admin. Staff, CNMD
	1.6.2 If approved, ERDB records and transmits the approved SSCMP to CNMD		<i>Admin. Staff,</i> ERDB
	with a letter signed by the ERDB Director		



Issuance of Coal Export Clearance (CEC)

Office or Division	Coal and Nuclear M	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Tra	Highly Technical Transaction			
Type of Transaction	Government-2-Busi	Government-2-Business			
Who May Avail	Coal Operating Con	Coal Operating Contract Holders			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Application letter wit 1.1 Name, address business of the exp					
1.2 Name, descrip product to be expo					
1.3 Unit and total e CFR)	xport price (FOB, CIF,				
1.4 Name and add	ess of buyer				
1.5 Date of loading	and load port		Client		
1.6 Disport					
1.7 Name of carrie	/vessel				
2. Coal analysis/guara					
3. Proforma Invoice or documents	other related				
4. Certification that loc been supplied	al coal demand has				
5. Complete submission Documents of previo	n of Post Shipment usly approved CECs				
 Copy of Official Rec deposit slip for the p and permit fees 	eipt or validated ayment of application	DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		650.00 50.00	
CLIENT STEPS	AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE			
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, Records Management Division (RMD)	
	1.2 RMD transmits complete documents to Energy Resource		0.5 Working Day	Records Officer, RMD	

Development Bureau		
(ERDB)		
1.3 ERDB receives the documents and		Administrative
transmits to the Coal	1 Working Day	Officer,
and Nuclear Minerals	I WORKING Day	ERDB
Division (CNMD)		LINDD
1.4 CNMD		
receives the		
documents and	3 Working Days	Sr. SRS/SRS II, CNMD
conducts technical		CIVIVID
evaluation		
1.4.1		
If not technically		
qualified, CNMD		Bureau Director,
rejects the application		ERDB
through a letter signed		
by the ERDB Director 1.4.2		
I.4.2 If technically qualified,	1 Working Day	
CNMD endorses the	I WORKING Day	
application to the		
Conventional Energy		Chief SRS,
Resources		CNMD
Compliance Division		
(CERCD) for review		
and evaluation		
1.5 CERCD		Technical Audit
conducts financial	2 Working Days	Specialist,
evaluation		CERCD
1.5.1		
If financial evaluation		
not satisfied, CNMD		Sr. SRS/SRS II,
rejects the application		CNMD
through a letter signed	1 Working Day	
by the ERDB Director 1.5.2	I WUINIIY DAY	
I financial evaluation		
satisfied, CERCD		Chief,
endorses the		CERCD
application to CNMD		
1.6 CNMD reviews		
and endorses the	2 Working Days	Chief SRS,
application to ERDB	2 WORKING Days	CNMD
for approval		
1.7 ERDB reviews		
and endorses the	2 Working Days	Bureau Director,
application to the		ERDB
Office of the		

Total Number of Days		20 Working	Days
	1.12 RMD releases the approved CEC to applicant	1 Working Day	Records Officer, RMD
	1.11 CNMD records and transmits the approved CEC to RMD	1 Working Day	Administrative Officer, CNMD
	1.10 ERDB transmits the approved CEC to CNMD	1 Working Day	Administrative Officer, ERDB
	1.9 OUSEC transmits the approved CEC to ERDB	1 Working Day	Administrative Officer, OUSEC
	1.8 OUSEC approves the application	3 Working Days	Undersecretary, OUSEC
	Undersecretary (OUSEC) for approval		



Issuance of Certificate of Compliance for Coal Importation (CoC-CI)

Office or Division	Coal and Nuclear Mine	erals Division (CNMD)		
Classification	Highly Technical Trans	Highly Technical Transaction			
Type of Transaction	Government-2-Busine	Government-2-Business			
Who May Avail	Accredited Coal Trade	Accredited Coal Traders and Registered Coal End-Users			
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	JRE	
 Application letter w 1.1 Name, address and the importer 	ith the following details: nature of business of		Client		
1.2 Unit and total impor	t price (FOB, CIF, CFR)				
1.3 Name and address	of supplier				
1.4 Date of loading and	load port				
1.5 Expected date and Philippines	place of arrival in the	Supplier			
1.6 Name of carrier/ves	sel				
1.7 Transaction date					
2. Coal analysis/guara					
3. Proforma Invoice or documents	other related				
4. Complete submission Documents of previo	n of Post Import ously approved CoC-CIs	Client			
	eipt or validated deposit	DO	DOE-Treasury Division or bank		
slip for the payment	of application and	Application Fee – Php 650.00			
permit fees			Permit Fee – Php 6		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, RMD	
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	Records Officer, RMD	

1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	Administrative Officer, ERDB
1.4 CNMD receives the documents and conducts Technical Evaluation of the submitted application		5 Working Days	Sr. SRS/SRS II, CNMD
1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	Bureau Director, ERDB
1.4.2 If technically qualified, CNMD endorses the application to ERDB for review and approval			Chief SRS, CNMD
1.5 ERDB reviews the application		3 Working Days	Bureau Director, ERDB
1.6 ERDB transmits the application to the Office of the Undersecretary (OUSEC) for approval		1 Working Day	Administrative Officer, ERDB
1.7 OUSEC approves the application		4 Working Days	Undersecretary, OUSEC
1.8 OUSEC transmits the approved CoC-CI to ERDB		1 Working Day	Administrative Officer, OUSEC
1.9 ERDB transmits the approved CoC-CI to CNMD		1 Working Day	Administrative Officer, ERDB
1.10 CNMD records and transmits the approved CoC-CI to RMD		1 Working Day	Administrative Officer, CNMD

1.11 RMD re the approved (applicant	1 Working Day	Records Officer, RMD
Total Number of Days	20 working	days



Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear Mir	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Business				
Who May Avail	Entities involved in co	Entities involved in coal trading activities			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application letter		Client			
2. Duly accomplished ap (ERDB Form No. 201	1-1)	ERDB-CNMD			
(SEC) b. Department of Trac c. Cooperative Devel (CDA)	nt agencies: hange Commission de and Industry (DTI) opment Authority	SEC, DTI, CDA			
 Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year 		COC Holder, SSCMP Holder, Foreign Supplier			
 Environmental Compliance Certificate of coal storage facility 		DENR-EMB			
6. Current Business Perm	nit	City/municipality where the storage facility is located			
 Other Supporting and r that the DOE may find proper evaluation of ap 	necessary for the	Client			
8. Copy of Official Receip slip for the payment of a	application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00			
FOF	R COAL OPERATING	CONTRACT (COC) HOLDER			
 Request letter Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application 		Client			
	ALL-SCALE COAL MI	NING PERMIT (SSCMP) HOLDER			
 Request letter Copy of the approved and duly conformed SSCMP 		Client			
3. Other Supporting and r that the DOE may find neo evaluation of application					

	FOR LOGISTICS SE	RVICE PROV	\ <i>\</i>	
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-1)		ERDB-CNMD		
3. Certificate of Registration issued by either				
	of the following government agencies:			
	Exchange Commission			^
(SEC)	Frada and Industry (DTI)		SEC, DTI, CD/	4
	Trade and Industry (DTI) velopment Authority			
(CDA)	velopment Autionty			
4. Current Business Pe	ermit	City/municip	ality where the office located	e/storage facility is
5. List of authorized dr	ivers		locatou	
6. List of vehicles with			Client	
of OR/CR				
	Accredited Coal Trader			
or Registered Coal End		Accredited C	Coal Trader/Register	ed Coal End-User
that the applicant is its				
8. Other Supporting an		Client		
evaluation of application	necessary for the proper			
	eipt or validated deposit	DOE-Treasury Division or bank		
slip for the payment of a	• •	Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSING PERSON		
	AGENCIACIONS	BE PAID	TIME	RESPONSIBLE
1. Submission of	1.1 RMD receives the			
three (3) complete	complete documents		0 E Marking Day	Records Officer,
sets of documents – Records Management			0.5 Working Day	RMD
Division (RMD)				
	1.2 RMD transmits			
	complete documents			Records Officer,
	to Energy Resource		0.5 Working Day	RMD
	Development Bureau			
	(ERDB)			
	1.3ERDB receives the			Administrative
	documents and		1 Working Day	Administrative Officer.
			1 Working Day	Administrative Officer, ERDB
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	Officer,
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives		1 Working Day	Officer, ERDB
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives the documents and		1 Working Day	Officer, ERDB Sr. SRS/SRS II,
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives the documents and conducts technical			Officer, ERDB
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives the documents and conducts technical evaluation			Officer, ERDB Sr. SRS/SRS II,
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives the documents and conducts technical evaluation 1.4.1 If not		6 Working Days	Officer, ERDB Sr. SRS/SRS II, CNMD
	documents and transmits to the Coal and Nuclear Minerals Division (CNMD) 1.4 CNMD receives the documents and conducts technical evaluation			Officer, ERDB Sr. SRS/SRS II,

letter signed by the ERDB Director		
1.4.2 If technically qualified, CNMD endorses the application to the Upstream Conventional Energy Legal Services Division (UCELSD) for review and evaluation		Chief SRS, CNMD
1.5 UCELSD conducts legal evaluation	3 Working Days	Attorney IV, UCELSD
1.5.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		Bureau Director, ERDB
1.5.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval	1 Working Day	Chief, UCELSD
1.6 ERDB reviews and approves the application	4 Working Days	Director, ERDB
1.7 ERDB transmits the approved CTA to CNMD	1 Working Day	Administrative Officer, ERDB
1.8 CNMD records and transmits the approved CTA to RMD	1 Working Day	Administrative Officer, CNMD
1.9 RMD releases the approved CTA to applicant	1 Working Day	Records Officer, RMD
Total Number of Days	20 Working	Days



Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)

Office or Division	Coal and Nuclear Mir	ear Minerals Division (CNMD)		
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Accredited Coal Trad	ers		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished app Form No. 2011-1)		ERDB-CNMD		
 3. Certificate of Registration the following government a a. Securities and Exchesting (SEC) b. Department of Traction c. Cooperative Develop (CDA) 	gencies: nange Commission le and Industry (DTI)	SEC, DTI, CDA		
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year		COC Holder, SSCMP Holder, Foreign Supplier		
5. Environmental Complia coal storage facility	nce Certificate of	DENR-EMB		
6. Current Business Perm	it	City/municipality where the storage facility is located		
7. Yellow copies of Coal T the company's coal trading from date of accreditation)		Client		
8. Other Supporting and re that the DOE may find nece evaluation of application		Client		
9. Copy of Official Receipt slip for the payment of app		DOE-Treasury Division or bank Application Fee – Php 3,500.00		
FOR COAL OPERATING	CONTRACT (COC) HO			
1. Request letter		Client		
2. Current Business Perm	it	City/municipality where the COC area/storage facility is located		
 Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation) Other Supporting and relevant documents 		Client		
that the DOE may find nece evaluation of application	essary for the proper			

	COAL MINING PERMIT (S	SCMP) HOLD	ER	
Request letter Copy of the appro SSCMP	oved and duly conformed		Client	
3. Current Business	Permit	City/munici	pality where the pe facility is locat	ermit area/storage ed
 Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation) Other Supporting and relevant documents 		Client		
that the DOE may find evaluation of application	necessary for the proper			
	VICE PROVIDER (LSP)			
1. Application letter	d enablestica form (EDDD		Client	
Form No. 2011-1)	ed application form (ERDB		ERDB-CNMI	0
 3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 		SEC, DTI, CDA		
4. Current Business	Permit	City/municipality where the office/storage facility is located		
5. LSP report (1 yea	r from date of			
accreditation) 6. List of authorized	drivors	Client		
	th plate number and copy			
Trader or Registered (an Accredited Coal Coal End-User e applicant is its hauler	Accredited Coal Trader/Registered Coal End-User		
9. Other Supporting	and relevant documents necessary for the proper	Client		
10. Copy of Official R	eceipt or validated	DOE-Treasury Division or bank		
deposit slip for the pay	ment of application fee		lication Fee – Php	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents – Records Management Division (RMD) 	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, RMD
	1.2 RMD transmits complete documents to Energy Resource		0.5 Working Day	Records Officer, RMD

Development Bureau (ERDB)		
1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)	1 Working Day	Administrative Officer, ERDB
1.4 CNMD conducts technical evaluation	4 Working Days	Sr. SRS/SRS II, CNMD
1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director	1 Working Dov	Bureau Director, ERDB
1.4.2 If technically qualified, CNMD endorses the application to CERCD for financial evaluation	1 Working Day	Chief SRS, CNMD
1.5 CERCD conducts financial evaluation	2 Working Days	Technical Audit Specialist, CERCD
1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director	1 Working Day	Bureau Director, ERDB
1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD		Chief, CERCD
1.6 CNMD endorses the application to UCELSD for evaluation	1 Working Day	Sr. SRS/SRS II, CNMD
1.7 UCELSD conducts legal evaluation	2 Working Days	Attorney IV, UCELSD
1.7.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director	1 Working Dov	Bureau Director, ERDB
1.7.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval	1 Working Day	Chief, UCELSD

	8 ERDB reviews nd approves the oplication	3 Working Days	Director, ERDB
	9 ERDB transmits e approved CTAR to NMD	1 Working Day	Administrative Officer, ERDB
ar ar	10 CNMD records nd transmits the oproved CTAR to MD	1 Working Day	Administrative Officer, CNMD
th	11 RMD releases e approved CTAR to oplicant	1 Working Day	Records Officer, RMD
Total Number of Days		20 Working	Days



Issuance of Certificate of Coal End-User Registration (CEUR)

Office or Division	Coal and Nuclear N	linerals Division (CNMD)		
Classification	Highly Technical Tr	Highly Technical Transaction			
Type of Transaction	Government-2-Bus	Government-2-Business			
Who May Avail	Entities involved in	coal purchasing a	and utilization		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
1. Application letter			Client		
2. Duly accomplished (ERDB Form No. 201	1-2)		ERDB-CNMD		
 3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 			SEC, DTI, CDA		
4. Technical specific equipment and location		Supplier of Equipment			
5. Environmental Co coal storage facility	mpliance Certificate of	DENR-EMB			
6. Current Business	Permit	City/municipality where the facility is located			
that the DOE may find proper evaluation of a	application	Client			
8. Copy of Official Re deposit slip for the pa fee		DOE-Treasury Division or bank Application Fee – Php 5,000.00			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of three (3) complete sets of documents Records Management Division (RMD) 	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, RMD	
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	Records Officer, RMD	

Total Number of Days		20	20 Working Days		
	1.9 RMD releases approved CEUR to applicant	1 Work	king Day	Records Officer, RMD	
	1.8 CNMD records and transmits the approved CEUR to RMD	1 Work	king Day	Administrative Officer, CNMD	
	1.7 ERDB transmits the approved CEUR to CNMD	1 Work	king Day	Administrative Officer, ERDB	
	1.6 ERDB reviews and approves the application	3 Work	ing Days	Director, ERDB	
	1.5.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval	1 Worł	king Day	Chief, UCELSD	
	1.5.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director			Bureau Director, ERDB	
	1.5 UCELSD conducts legal evaluation	3 Work	ing Days	Attorney IV, UCELSD	
	1.4.2 If technically qualified, CNMD endorses the application to UCELSD for review and evaluation		king Day	Chief SRS, CNMD	
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director	1 Worl		Bureau Director, ERDB	
	1.4 CNMD conducts technical evaluation	7 Work	ing Days	Sr. SRS/SRS II, CNMD	
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)	1 Worł	king Day	Administrative Officer, ERDB	



Issuance of Certificate of Coal End-User Registration–Renewal (CEUR-R)

Office or Division	Coal and Nuclear M	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Tr	Highly Technical Transaction			
Type of Transaction	Government-2-Bus	Government-2-Business			
Who May Avail	Registered Coal En	d-Users			
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
1. Application letter			Client		
2. Duly accomplished (ERDB Form No. 201	1-2)		ERDB-CNMD		
a. Securities and I (SEC) b. Department of (DTI) c. Cooperative De (CDA)	government agencies: Exchange Commission Frade and Industry evelopment Authority	SEC, DTI, CDA			
4. Technical specificated equipment and location		Supplier of Equipment		ent	
	mpliance Certificate of	DENR-EMB			
6. Current Business	Permit	City/municipality where the facility is located			
7. Summary of coal p utilization from date o CEURR-2021-A)		ERDB-CNMD			
that the DOE may find proper evaluation of a	pplication		Client		
9. Copy of Official Re deposit slip for the pa fee			E-Treasury Division lication Fee – Php 5		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BEPROCESSINGPERSONPAIDTIMERESPONSIBL		PERSON RESPONSIBLE	
 Submission of three (3) complete sets of documents – Records Management Division (RMD) 	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, RMD	

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1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)	0.5 Working Day	Records Officer, RMD
1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)	1 Working Day	Administrative Officer, ERDB
1.4 CNMD conducts technical evaluation	4 Working Days	Sr. SRS/SRS II, CNMD
1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director	1 Working Day	Bureau Director, ERDB
1.4.2 If technically qualified, CNMD endorses the application to CERCD for compliance review		Chief SRS, CNMD
1.5 CERCD conducts compliance review	2 Working Days	Technical Audit Specialist, CERCD
1.5.1 If non-compliant, CNMD rejects the application through a letter signed by the ERDB Director	1 Working Day	Bureau Director, ERDB
1.5.2 If compliant, CERCD endorses the application to CNMD		Chief, CERCD
1.6 CNMD endorses the application to UCELSD for review	1 Working Day	Chief SRS, CNMD
1.7 UCELSD conducts legal review	1 Working Day	Chief, UCELSD
1.7.1 If not legally qualified, UCELSD will endorse	1 Working Day	Bureau Director, ERDB

the approved CEUR-R to applicant	1 Working Day	Records Officer, RMD
1.11 CNMD records and transmits the approved CEUR-R to RMD 1.12 RMD releases	 1 Working Day	Administrative Officer, CNMD
1.10 ERDB transmits the approved CEUR-R to CNMD	1 Working Day	Administrative Officer, ERDB
1.9 ERDB reviews and approves the application	2 Working Days	Director, ERDB
1.8 LS reviews and endorses the application to ERDB	1 Working Day	Director, LS
1.7.2 If legally qualified, UCELSD will endorse the application to LS for review and approval	1 Working Day	Chief, UCELSD
the findings to CNMD; CNMD will reject the application through a letter signed by the ERDB Director		



Issuance of Confirmation Letter of Registered Coal Subcontract

Office or Division		Coal and Nuclear	Coal and Nuclear Minerals Division (CNMD)			
Classification		Highly Technical				
Type of Transaction		Government-2-Business				
Who May Avail		Coal Operating Co	ontract (COC)) Holders		
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SEC	URE	
 Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract addressed to ERDB Director Two (2) certified true copies of subcontracts registration 			Client			
3. Copy of Official R deposit slip for th free in the amour	e payn	nent of processing	DC	DE-Treasury Division	n or bank	
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of Complete Documents – Records Management Division (RMD)	the co	RMD receives omplete ments	N /A	0.5 Working Day	Records Officer, RMD	
	the re docu Energ	RMD transmits eceived ments to the gy Resource lopment Bureau B)		0.5 Working Day	Records Officer, RMD	
	the de trans and N	ERDB receives ocuments and mits to the Coal Nuclear Minerals on (CNMD)		1 Working Day	Admin. Officer, ERDB	
	the de condu Evalu	CNMD receives ocuments and ucts a Technical uation of the itted application		6 Working Days	Sr. SRS/SRS II, CNMD	

 1		1
1.4.1 If not technically qualified, CNMD rejects the application with a letter signed by the ERDB Director		Chief SRS, CNMD
1.4.2 If technically qualified, CNMD endorses the application to ERDB		Chief SRS, CNMD
1.5 ERDB endorses the application to Legal Services (LS) for Legal Evaluation	1 Working Day	Director, ERDB
1.6 LS conducts Legal Evaluation on the application		Attorney IV, LS
1.6.1 If approved, LS endorses the application to ERDB with review memorandum and recommendation of registration of operations administrative subcontract	6 Working Days	Attorney V, LS
1.6.2 If disapproved, CNMD rejects application with a letter signed by the ERDB Director		Sr. SRS/SRS II CNMD
1.7 LS Records and Transmits approved application to ERDB	1 Working Day	Admin. Officer, LS
1.8 ERDB Issues a Confirmation Letter of Registered Coal Subcontract	1 Working Day	Bureau Director, ERDB
1.9 ERDB transmits the Confirmation Letter	1 Working Day	Admin. Officer, ERDB

Total Nu	mber of Days	20 Working	Days
	1.11 RMD records and releases the Confirmation Letter of Registered Coal Subcontract	1 Working Day	Records Officer, RMD
	1.10 CNMD records and transmits the Confirmation Letter of Registered Coal Subcontract to RMD	1 Working Day	Admin. Officer, CNMD
	of Registered Coal Subcontract to CNMD		

RENEWABLE ENERGY MANAGEMENT BUREAU (REMB)



RENEWABLE ENERGY MANAGEMENT BUREAU (REMB) SUMMARY OF PROCESSES

External Services

Hydropower, Geothermal, Solar, Wind and Biomass Energy Management Division (HOEMD, GEMD, SWEMD, BEMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Accreditation of Manufacturers, Fabricators and</u> <u>Suppliers of Locally Produced RE Equipment and</u> <u>Components</u>	31 Calendar Days	Highly Technical
2. Amendment of RE Contract	31 Calendar Days	Highly Technical
3. Certificate of Registration for Own-Use	28 Calendar Days	Highly Technical
4. <u>Conversion to the New Renewable Energy (RE)</u> <u>Contract Template</u>	31 Calendar Days	Highly Technical
5. <u>Renewable Energy Contract Application</u>	31 Calendar Days	Highly Technical
6. <u>Issuance of Endorsement to other Concerned</u> <u>National Government Agencies and Local</u> <u>Government Units</u>	5 Calendar Days	Complex
7. <u>*Processing of Safety Officers Permit for</u> <u>Renewable Energy Developers</u> (ISO Certified)	11 Calendar Days	Highly Technical
8. <u>Revision of Work Program</u>	16 Calendar Days	Highly Technical
9. <u>Issuance of Certificate of Endorsement (COE) for</u> <u>Duty-Free Importation Certification (DFIC)</u>	22 Calendar Days	Highly Technical
10. <u>Assignment/Transfer of Renewable Energy Service</u> <u>Contract</u>	31 Calendar Days	Highly Technical
11. Request for Reinstatement of RE Contract	31 Calendar Days	Highly Technical
12. <u>Pre-Application Process (for Geothermal,</u> <u>Hydropower, Ocean, Wind and Solar, Projects –</u>	17 Working Days	Highly Technical

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Except for Solar Rooftop & Solar Microgrid)		
13. <u>Transition from Pre-Development to Development</u> <u>Stage</u>	31 Calendar Days	Highly Technical
14. <u>Issuance of Endorsement to</u> Purchase/Transfer/Move Explosives	11 Calendar Days	Highly Technical
Geothermal Energy Management Division (GE	EMD)	
15. Notice of Intention to Drill (NID)	10 Calendar Days	Highly Technical
Biomass Energy Management Division (BEMD	D)	
16. Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility	31 Calendar Days	Highly Technical
17. Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility	29 Calendar Days	Highly Technical
18. <u>Procedure for Renewal of Accreditation of a Biofuel</u> <u>Producer / Manufacturer</u>	29 Calendar Days	Highly Technical
19. Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)	29 Calendar Days	Highly Technical
20. Procedure for the Amendment of Accreditation of a Biofuel Producer / Manufacturer (Company Name / Ownership)	27 Calendar Days	Highly Technical
21. Procedure for Application for Registration of a Biofuel Distributor Under RA 9367	30 Calendar Days	Highly Technical
22. Procedure for Renewal of Application for Registration of a Biofuel Distributor under RA 9367	30 Calendar Days	Highly Technical
23. Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513	28 Calendar Days	Highly Technical
24. Pre-Application Process for Biomass Operating Contract Application	3 Working Days	Highly Technical

Technical Services Management Division (NREB-TSMD)

25. Green Energy Option Program Operating Permit	28 Calendar	Complex
Application	Days	



HYDROPOWER, GEOTHERMAL, SOLAR, WIND AND BIOMASS ENERGY MANAGEMENT DIVISION (HOEMD, GEMD, SWEMD, BEMD)

PROCESSES

- 1. <u>Accreditation of Manufacturers, Fabricators and Suppliers of Locally</u> <u>Produced RE Equipment and Components</u>
- 2. Amendment of RE Contract
- 3. Certificate of Registration for Own-Use
- 4. <u>Conversion to the New Renewable Energy (RE) Contract Template</u>
- 5. <u>Renewable Energy Contract Application</u>
- 6. <u>Issuance of Endorsement to other Concerned National Government</u> <u>Agencies and Local Government Units</u>
- 7. <u>*Processing of Safety Officers Permit for Renewable Energy Developers</u> (ISO Certified)
- 8. Revision of Work Program
- 9. <u>Issuance of Certificate of Endorsement (COE) for Duty-Free Importation</u> <u>Certification (DFIC)</u>
- 10. Assignment/Transfer of Renewable Energy Service Contract
- 11. Request for Reinstatement of RE Contract
- 12. <u>Pre-Application Process (for Geothermal, Hydropower, Ocean, Wind and</u> <u>Solar, Projects – Except for Solar Rooftop & Solar Microgrid)</u>
- 13. Transition from Pre-Development to Development Stage
- 14. Issuance of Endorsement to Purchase/Transfer/Move Explosives



Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components

Office or Division:	Renewable Energy Management Bureau (REMB)			
	Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Bus	siness		
Who may avail:	Any person, natural or juridical, registered and/or authorized to operate in the Philippines under existing Philippine laws and engaged in the manufacture, fabrication and supply of locally- produced RE equipment and components may apply for accreditation with the REMB.			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
APPLICATION 1. Letter of Application a Director		Applicant		
LEGAL REQUIREMENTS2. Latest Business Permit in the name of the Company or Proprietor		Concerned Local Government Unit (LGU)		
3. Company Profile Background		Applicant		
 TECHNICAL REQUIRE 4. Proof of Technical Logistical Capabilitie equipment, machinery parts appropriate and the scope of act accreditation: a. Organizational Cha b. Nature and Scope manufacturing, fa supplying of loc machineries, equip and parts) c. Process flow manufacturing/fabr 	and Physical or es to handle RE y, components and d commensurate to ivity applied for art of the Company of RE activities (RE abricating, and/or ally-produced RE oment, components	Applicant		

and/or fabrication e. Site map and manufacturing and	g) in manufacturing picture of the //or fabrication plant			
5. Track record of R Projects of the Applic			Applican	t
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email 2 Applicant re-submits 	 1.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days 1.1.1 If the submission is complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days. 1.1.2 If submission is incomplete, Concerned REMB Division notifies the Applicant to update the submission 2.1 Concerned 			Chief, Concerned REMB Division Chief, DOE-Records Management Division
2. Applicant re-submits the complete set of	2.1 Concerned REMB Division checks the			Chief, Concerned REMB Division

documentary requirements <i>Note:</i> <i>Failure to submit the</i> <i>updated documents</i> <i>within thirty (30)</i> <i>Calendar Days upon</i> <i>receipt of notice,</i> <i>application will be</i>	completeness and consistency of the submission within three (3) working days		
deemed abandoned	2.1.1 If the submission is complete, Concerned REMB Division transmits a copy of the Order of Payment.		
	Concerned REMB Division notifies the Applicant thru email to pay the processing fee within five (5) working days.		
	2.1.2 If not complete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission		
3. Applicant pays thru the DOE Cashier or other modes of payment <i>Note:</i>	,	Applicati on Fee – Php 1,000.0 0	Chief, Concerned REMB Division

If failure to pay within E	within one (1)	Drococc]
If failure to pay within 5 working days, the	()	Process ing Fee		
Applicant will receive		– Php		
notification of deemed	3.1.1 If payment	•		
abandoned	is valid,	9,000.0		
abandoned	Concerned	0		
	REMB Division			
	notifies the			
	Applicant that the			
	payment was			
	validated and			
	inform applicant			
	to set the			
	schedule for the			
	site validation			
	3.1.2 If payment			
	is not valid,			
	Concerned			
	REMB Division			
	notifies the			
	Applicant to			
	rectify the			
	payment within			
	two (2) working			
	days.			
4. The Applicant				
rectifies the proof of	rectified,			
payment	Concerned			
Neter	REMB Division			
Note:	validates the			
If failure to reatify	proof of payment			
If failure to rectify	within one (1)			
within two (2) working days, the Applicant will	working day.			
receive notification of	4.1.1 If payment is valid,			Chief, Concerned
deemed abandoned	Concerned			REMB Division
	REMB Division			
	notifies the			
	Applicant that the			
	payment was			
	validated and			
	inform applicant			
	to set the			
	schedule for the			
	site validation.			
l			1	

 5. Applicant sets and coordinates with Concerned REMB Division on the site validation / inspection within thirty (30) working days Note: If not validated within 30 working days, Concerned REMB Division notifies the 	4.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant of the notice of disqualification 5.1 Concerned REMB Division and LS simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation conducted	7 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
Applicant on the Deemed Abandoned	5.2 Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action 5.2.1 If qualified, Concerned REMB Division endorses thru REMB Director the recommendation for approval of LS	2 calendar days	Chief, Concerned REMB Division Director, REMB

	5.2.2 If not qualified, Concerned REMB Division notifies the RE Developer to submit rectified documents within fourteen (14) calendar days		
 6. RE Developer submits the rectified application documents Note: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned 	6.1 Concerned REMB Division and LS conduct simultaneous Technical and Legal re- evaluations	5 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	 6.2 Concerned REMB Division consolidates all the re-evaluation results 6.2.1 If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Secretary, Certificate of Accreditation and Approval Letter 6.2.2 If not qualified, Concerned REMB Division endorses, thru the REMB Director, the 	2 calendar days	Chief, Concerned REMB Division Director, REMB

denial of the application to the		
Assistant		
Secretary.		
6.3 LS concurs		
on the		
Endorsement		
Memorandum to		
the Secretary,		
COR, and		
Approval Letter		
6.3.1 If compliant,		
LS endorses to	2 calendar	Chief, RELSD
Assistant	days	Director, LS
Secretary thru		Director, LS
CSW.		
6.3.2 If not		
compliant, LS		
returns to		
Concerned		
REMB Division		
for further action.		
6.4 Assistant		Office of the
Secretary acts on the		Assistant
recommendation.		Secretary
6.4.1 If approved,		
Concerned		
REMB Division		
endorses the		
recommendation	2 calendar	
to the	days	Chief, Concerned
Undersecretary		REMB Division
6.4.2 If disapproved, the		
Assistant		
Secretary returns		
to Concerned		
REMB Division		
for further action.		
6.5	3 calendar	Office of the
Undersecretary	days	Undersecretary

on the approval and transmits a copy of the signed letter and Certificate of Accreditation 1 calendar day Chief, Concerr REMB Division 6.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action 1 calendar day Chief, Concerr REMB Division
Concerned REMB Division notifies the Applicant and LS
6.6 Secretary acts on the recommendation7 calendar daysOffice of the Secretary6.6.1 If approved,0
acts on the recommendation. 6.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary. 6.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.



Amendment of RE Contract

Office or Division:	Renewable Energy	Management Bureau (REMB)		
	Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Bus	siness		
Who may avail:	•••	 Service Contracts (RESC) of Registered RE amended in any of the following instances: 		
	 (A) Changes to the RE Contract Area; (B) Increase or Decrease in the Installed Capacity of the RE Project; (C) Additional Feedstock Type for Biomass Operations; and (D) Change of Location of Project Site (For Biomass and Hydro Sources Only) 			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Request for a addressed to the RE	mendment letter MB Director	Provided by the Applicant		
2. Technical descript amendment to contr and location indica specifications and requirement for the verification in accept	ract area, capacity, ating the technical other mapping e purpose of area			
2.1 Mapping Requ Verification of RE Pi				
2.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental		Provided by the Applicant		
teatures using NA				

coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).	
2.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)	Provided by the Applicant
2.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)	Provided by the Applicant Template forms are provided in the EVOSS Downloadable Forms
NOTES:	
 Project Area/Site – an RE project area/site subject to Area Verification. Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. 	*The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?cat egoryName=Downloadable%20Forms) Sample Map 1 – Blocking Sample Map 2 – Non-Blocking
3. TD_FORM.xIs * - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.	Sample Map 3 – Hydro Power Project TD_FORM.xls
4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise	

the projected area (will be considered. <i>Reminder: The req</i> coordinates system is <i>I</i> from Google Earth coordinate system.	uired geographic PRS '92. Locations			
 3. Technical Requireme a. For Pre-Developr i. Detailed Rese Studies; b. For Development Stage: i. Full-Blown Fe 	ment Stage: ource Assessment /Operational	F	Provided by the A	oplicant
4. Gantt Chart of the W Plan following the ap	-	Annex	I of the Departmer DC2019-10-00	
 5. Signed and Notar Acquisition of Po- following the approve For Private Property: a. Affidavit on Ownership/Possesson Private Property For Public Property: a. Affidavit of Filing Acquire Ownership/I over Public Property b. Board Resolution affiant to execute the on behalf of the RE A 	ossessory Rights ed template Acquisition of ory Rights over of Application to Possessory Rights n authorizing the instrument for and Applicant	DC2019-10-0013 Annex "A" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisor -no-3-modified-possessory-rights-requirements- contract-applications?withshield=1) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisor -no-3-modified-possessory-rights-requirements- contract-applications?withshield=1)		incements/advisory its-requirements- d=1) . 3 incements/advisory its-requirements- d=1)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records	1.1 Concerned REMB Division checks the completeness and consistency			Chief, Concerned REMB Division

		1	
Management Division or REMB Email	of the submission within <i>three (3)</i> working days		
	1.1.1 If submission is complete, Concerned REMB Division conducts Technical Evaluation (except hydropower and ocean).		
	HOEMD transmits the copy of the Order of Payment.		
	HOEMD notifies the RE Developer thru email to pay the processing fee within five (5) working days.		
	1.1.2 If submission is incomplete, Concerned REMB Division notifies the RE Developer to update the submission.		
2. RE Developer re- submits the set of documentary requirements <i>Note:</i>	2.1 Concerned REMB Division checks the completeness and consistency of the submission		Chief, Concerned REMB Division

			l
Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	within three (3) working days 2.1.1 If		
	2.1.1 If submission is		
	complete,		
	Concerned		
	REMB Division		
	conducts		
	Technical		
	Evaluation		
	(except hydropower and		
	ocean) (Start of		
	Day 1).		
	HOEMD		
	transmits the		
	copy of the Order		
	of Payment.		
	HOEMD notifies the RE Developer thru email to pay the processing		
	fee within five (5)		
	working days.		
	2.1.2 If not		
	complete,		
	Concerned		
	REMB Division notifies the RE		
	Developer on the		
	cancellation of		
	application due to		
	incomplete		
	submission		
		I	

3. RE Developer pays thru the DOE Cashier or other modes of payment (for hydropower and ocean only) Note: If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned	has been made, HOEMD validates the proof of payment within one (1) working day 3.1.1 If payment is valid, HOEMD conducts Technical Evaluation (Start of Day 1) 3.1.2 If payment is not valid, HOEMD notifies the RE Developer thru a system generated email to rectify the payment within	Hydro and Ocean Processin g Fee – Php 4,000.00	Chief, HOEMD
4. The RE Developer rectifies the proof of payment (for hydropower and ocean only)	two (2) working days. 4.1 If payment is rectified, HOEMD validates the proof of payment within one (1) working day		
Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned	 4.1.1 If payment is valid, HOEMD conducts Technical Evaluation (Start of Day 1). 4.1.2 If payment is not valid, HOEMD notifies the RE Developer 		Chief, HOEMD

of the notice of disqualification 4.3. Concerned REMB Division conduct Technical Evaluation	5 calendar days	Chief, Concerned REMB Division Director, REMB
 4.4. In case the evaluation of the Concerned REMB Division shows: a) that there are additional costs to be incurred that should warrant another financial evaluation; b) if there are any legal concerns on the RE project; and/or c) if there is a need of replotting of Contract Area, Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS) and/or Information Technology and Management Services (ITMS). 4.4.1 FS, LS, and/or ITMS conduct 	5 calendar Days	Director, LS Director, FS Director, ITMS

	simultaneous Financial and Legal Evaluations, and/or Area Verification. 4.5 Concerned REMB Division consolidates all the evaluation results and recommends to REMB Director for further action 4.6.1 If qualified, Concerned REMB Division endorses thru REMB Director the recommendation for approval of LS 4.6.2 If not qualified, Concerned REMB Division notifies the RE Developer to	2 calendar days	Chief, Concerned REMB Division Director, REMB
5. RE Developer submits the rectified application documents <i>Note:</i>	5.1 Concerned REMB Division, LS, FS and ITMS conduct simultaneous Technical, Legal,	5 calendar days	Chief, Concerned REMB Division Director, REMB
11015.	and Financial re-		Director, LS

If failure to rectify	evaluations, and Area re-		Director, FS
within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned	verification (whichever is applicable)		Director, ITMS
	5.2 Concerned REMB Division consolidates all the re-evaluation results		
	5.2.1 If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Undersecretary and Approval Letter / Revised Certificate of Registration (COR)	2 calendar days	Chief, Concerned REMB Division Director, REMB
	5.2.2 If not qualified, Concerned REMB Division endorses thru the REMB Director, the denial of the application to the Assistant Secretary.		
	5.3 LS concurs on the Endorsement	2 calendar	Chief, RELSD
	Memorandum to the Undersecretary	days	Director, LS

and Approval Letter / Revised COR 5.3.1 If compliant, LS endorses to		
Assistant Secretary the recommendation.		
5.3.2 If not compliant, LS returns to Concerned REMB Division for further action		
5.4 Assistant Secretary acts on the recommendation.		Office of the Assistant Secretary
5.4.1 If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar days	Chief, Concerned
5.4.2 If disapproved, the Assistant Secretary returns to Concerned REMB Division for further action.		REMB Division
5.5 Undersecretary acts on the recommendation.	2 calendar days	Office of the Undersecretary

	5.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary 5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.		Chief, Concerned REMB Division
	5.6 Secretary acts on the recommendation.	5 Calendar Days	Office of the Secretary
	 5.6.1 If approved, Concerned REMB Division notifies the RE Developer, LS, FS and ITMS on the approval and transmit to the RE Developer a copy of Approval Letter / Revised COR 5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action 	1 calendar day	Chief, Concerned REMB Division
Total Number of Days		31 Calenda	r Days



Certificate of Registration for Own-Use

	Solar and Wind Energy Managen	nent Division (SWEMD) / Hydropower and	
Office or Division:	Ocean Energy Management Division (HOEMD) / Geothermal Energy Management Division (GEMD) / Biomass Energy Management Division (BEMD)		
Classification:	Highly Technical		
Type of Transaction:	Government-2-Business		
Who May Avail:	Renewable Energy Developers		
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
1. Technical Requirements	3		
1.1 Application letter address Management Bureau (REMB	ssed to the Renewable Energy) Director;	Provided by applicant	
 1.2. Project Description detail 1.2.1. Technical Design 1.2.1.1. Single Line D and Direct Current 1.2.1.2. Mass Energy B 1.2.2. Target Commiss 1.2.3. Project Location 	n: viagrams of Alternating Current (if applicable); Balance (if applicable)	Provided by applicant	
2. Legal Requirements			
 2.1. For Individual or Proprietorship 2.1.1. Passport or any valid government-issued Identification Card (ID) 		Provided by applicant	
2.2. For Corporation / Joint Venture / Consortium / Cooperative 2.2.1. Certified copy of registration from the Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or National Electrification Administration (NEA)		Provided by applicant	
 2.3. If filed by a Representative: 2.3.1. Special Power of Attorney (for Individual or Proprietorship) or Secretary's Certificate/Board 		Provided by applicant	

 2.4. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template For Private Property: a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property For Public Property: a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property b. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant 		dated 29 Apri (https://www. sory-no-3-mo requirements applications? Annex "B" of dated 29 Apri (https://www.	doe.gov.ph/anno odified-possessor -contract- withshield=1) DOE Advisory N il 2023 doe.gov.ph/anno odified-possessor -contract-	ouncements/advi ry-rights- o. 3 ouncements/advi
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email	1.1 Concerned REMB Division checks the completeness and consistency of the submission			
	1.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			Chief, Concerned REMB Division
	1.1.2 If incomplete, Concerned REMB Division notifies the RE Developer to submit the complete documents.			
2. RE Developer resubmits the updated application documents	2.1 Concerned REMB Division checks the completeness and consistency of the submission:			Chief, Concerned

			REMB Division
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	 2.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.; or 2.1.2 If incomplete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission 		
 Applicant pays thru the DOE Cashier or other modes of payment 	3.1 If payment has been made, Concerned REMB Division validates the proof of payment within one (1) working day	Hydro, Geothermal, Solar and Wind PHP	
If failure to pay within 5 working days, the RE Developer will receive		11,600.00 Biomass-	
notification of deemed abandoned		12,650.00	Chief, Concerned
	3.1.2 If payment is valid, Concerned REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)		REMB Division
	3.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer to rectify the payment within two (2) working days.		
4. The RE Developer rectifies the proof of payment	 4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day. 		Chief, Concerned
Note: If failure to rectify			REMB Division
within two (2) working			

days, the RE Developer will receive notification of deemed abandoned	4.1.2 If payment is valid, Concerned		-
	REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)		
	4.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer of the notice of disqualification		
	4.2 Concerned REMB Division and LS conducts the evaluation	5 Calendar Days	Chief, Concerned REMB Division
			Director, REMB
			Chief, RELSD
			Director, LS
	4.3 Concerned REMB Division consolidates all the evaluation results and recommend further action to the REMB Director:	2 Calendar Days	Chief, Concerned REMB Division
	4.3.1 If compliant, the Concerned REMB Division endorses, thru the REMB Director, the approval to the LS for CSW; or		Director, REMB
	4.3.2 If not compliant, the Concerned REMB Division, with approval from the REMB Director, notifies the RE Developer its non- compliances and requires		

	rectification of documents within 5 calendar days.		
5. RE Developer submits the rectified application documents	5.1 Concerned REMB Division and LS conduct re-evaluation on the rectified application documents.	5 Calendar Days	Chief, Concerned REMB Division
Note:			
If failure to rectify within five (5) working days,			Director, REMB
the RE Developer will receive notification of deemed abandoned			Chief, RELSD Director, LS
	5.2 Concerned REMB Division consolidates all the evaluation results and recommend further action to the REMB Director:	2 Calendar Days	Chief, Concerned REMB Division
			Director, REMB
	5.2.1 If compliant, the Concerned REMB Division endorses, thru the REMB Director, endorses to LS for CSW; or		Office of the Assistant Secretary
	5.2.2 If not compliant, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.		
	5.3 LS conducts CSW:	2 Calendar	Director,
	5.3.1 If compliant, LS endorses to Assistant Secretary thru CSW.	Days	LS
	5.3.2 If not compliant, LS returns to Concerned REMB Division		
	5.4 Assistant Secretary conducts CSW:	2 Calendar Days	Office of the Assistant Secretary
	5.4.1 If approved, the Assistant Secretary endorses to Undersecretary for CSW; or		
	5.4.2 If disapproved, the Assistant Secretary returns to		

	e of the secretary
CSW: Days Unders 5.5.1 If approved, the Undersecretary endorses to the Secretary for approval; or 5.5.2 If disapproved, the Undersecretary returns to	
Undersecretary endorses to the Secretary for approval; or 5.5.2 If disapproved, the Undersecretary returns to	
Undersecretary returns to	
for further action.	
	e of the retary
5.6.1 If approved, the Secretary signs the approval letter and Certificate of Registration (COR); or	
5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action.	
transmits to the RE Developer Day Conc	nief, cerned Division
TOTAL 28 Calendar Days	



Conversion to the New Renewable Energy (RE) Contract Template

Renewable Energy (RE) Contractors / RE Developers of RE Contracts awarded under the RE Act but prior to the effectivity of the DC2019-10- 0013 under pre-commissioning or commercial operations can convert to the New Renewable Energy Contract established in DC2019-10- 0013

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Renewable Energy (RE) Contractors / RE Developers of RE Contracts under pre- commissioning or commercial operations awarded under the RE Act but prior to the effectivity of the DC2019-10-0013; and Renewable Energy (RE) Contractors / RE Developers of RE Contracts that are fully compliant with the terms of the approved Work Program and the material terms and conditions of the RE Contracts for the past six (6) months prior to the date of filing its application. For RE Developers with RE Contracts executed less than six (6) months from the date of application, the evaluation of their compliance of the commitments under the approved Work Program and of the material terms and conditions of the RE Contract shall be the basis of their performance.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter addressed to the REMB Director	Provided by the Applicant
2. Work Program in Gantt Chart with Narrative covering the first five (5) years of the remaining term of the old	Provided by the Applicant

Provided by the Applicant
I Tovided by the Applicant
Tomplate many are provided in the EVOSS
Template maps are provided in the EVOSS
Downloadable Forms
Provided by the Applicant
Provided by the Applicant
Template forms are provided in the EVOSS
Downloadable Forms
*- The following maps and forms could be
accessed through EVOSS under Downloadable
Forms
(https://www.evoss.ph/Home/Documents?categor
yName=Downloadable%20Forms)
Sample Map 1 – Blocking
Sample Map 2 – Non-Blocking
Sample Map 3 – Hydro Power Project
TD_FORM.xls

EVOSS website a the form by provid equivalent PRS '9 coordinates of the boundary corners. scanned copy with certification, signa visible GE seal, if reflected on the m 4. Computation of A project area confo RE blocking syste area shall be comp hectares per RE b the projected area to V) will be consid <i>Reminder: The required</i> <i>coordinates system is Pl</i> <i>from Google Earth has c</i>	ing the 2 geographic project Provide a a proper ture, and TD cannot be ap. Area - For rming to the m the total outed as 81 lock, otherwise (PTM-Zone I dered. geographic RS '92. Locations				
CLIENT STEPS	AGENCY ACTIO	NS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in the EVOSS System associated to the Company					
thru the EVOSS System the complete documentary requirements	 2.1 Concerned REMB Division checks the completeness and consistenc of the submissi within three (3) working days* *If not acted within three (3) working da EVOSS System not the RE Developer of issuance of the 	y on ays,	None		Chief, Concerned REMB Division
	Issuance of the Deemed Complete Certificate				

	2.1.1		
	If submission is		
	complete,		
	EVOSS notifies		
	Concerned REMB		
	Division and Legal		
	Services (LS) to		
	conduct technical		
	and legal (if required)		
	evaluations (Start		
	of Day 1)		
	2.1.2		
	If submission is		
	incomplete,		
	Concerned		
	REMB Division		
	thru the EVOSS		
	System notifies		
	the RE Developer to		
	update the		
	submission		
3. RE Developer submits	3.1 Concerned		
thru the EVOSS	REMB Division		
System the updated	checks the		
submission	completeness		
	and consistency of the		
Note:	submission		
Failure to submit the	within three (3)		
updated documents	working days*		
within thirty (30)			
Calendar Days upon	* If not acted within		
receipt of notice,	3 working days,		Chief
application will be	EVOSS System		Chief, Concerned
deemed abandoned	generates a		REMB
	Deemed Complete Certificate and		Division
	notify Concerned		
	REMB Division		
	and LS to conduct		
	evaluations.		
	3.1.1		
	If submission is		
	complete,		
	Concerned	None	
	REMB Division		
	and LS conducts		
	technical and		

		1	
legal (if required)			
evaluations			
 (Start of Day 1)			
3.1.2			
If submission is			
incomplete,			
Concerned REMB			
Division thru			
EVOSS notifies			
the RE Developer			
on the			
cancellation of			
application due to			
incomplete			
submission			
3.2 Concerned REMB			
Division and LS			
conduct technical		5 Calendar Days	
and legal (if		,	
required)			
evaluations			
3.3 Concerned REMB			
Division			
consolidates the		2 Calendar Days	
evaluation results			
3.3.1			
If qualified,			
EVOSS System notifies the ITMS			
			Chief,
to prepare the Contract Area			Concerned
-			REMB
Map and Concerned REMB			Division
Division to draft the New RE			Director, Legal
			Services
Contract, and Memorandum to			
the Secretary			
recommending			
the award of the New RE Contract			
3.3.2			
If failed, Concerned REMB			
Division thru			
	None		
EVOSS notifies			
the RE Developer,			
and LS of the			
disapproval			

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3.4 ITMS prepares the Contract Area Map		3 Calendar Days	Director, ITMS
3.5 Concerned REMB Division thru the REMB Director prepares and endorses the recommendation of award thru LS for concurrence		5 Calendar Days	Director, REMB Chief, Concerned REMB Division
3.6 LS concurrence to the recommendation		3 Calendar Days	Director, Legal Services
3.7 After LS concurred, Concerned REMB Division endorses the recommendation to the Assistant Secretary and Undersecretary			Chief, Concerned REMB Division
3.8 Assistant Secretary acts on the recommendation			Office of the Assistant Secretary
3.8.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence		2 Calendar Days	Chief,
3.8.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval			Concerned REMB Division
3.9 Undersecretary acts on the recommendation		2 Calendar Days	Office of the Undersecretary

	 3.9.1 If concurred, Concerned REMB Division notifies thru EVOSS System the RE Developer to pre- sign the contract 3.9.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval 			Chief, Concerned REMB Division
 4. RE Developer presigns the RE Contract under the new template Note: Failure to pre-sign the RE Contract within thirty (30) calendar days, application will be deemed abandoned 	4.1 Concerned REMB Division validates the pre-signed RE Contract within one (1) working day	None		Chief,
	 4.1.1. If RE Developer successfully presigned the contract, Concerned REMB Division endorsed the pre-signed RE Contract to the Secretary for consideration 4.1.2 If RE Developer failed to presign the RE Contract within the prescribed period of thirty 		1 Calendar Day	Concerned REMB Division
	(30) calendar days, EVOSS notifies the RE Developer,			

	Concerned REMB Division, LS and ITMS that the application is deemed abandoned. 4.2 Secretary acts on the Application 4.2.1 If approved, Concerned REMB Division thru		7 Calendar Days	Office of the Secretary
	EVOSS uploads the copy of the New RE Contract 4.2.2 If disapproved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS and ITMS on the disapproval	None	1 Calendar Day	Chief, Concerned REMB Division
	4.3 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer and Concerned DOE Services of the issuance of Deemed Approved Certificate.			
Total Number of Days	·	31	1 Calendar Days	



Renewable Energy Contract Application

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)		
Classification:	Highly Technical	Transaction	
Type of Transaction:	Government-2-	Business	
Who May Avail:	· ·	cal or foreign, may apply for RE Contracts subject to ded by the DC2019-10-0013	
CHECKLIST OF REC		WHERE TO SECURE	
A. Legal Requireme	nts		
If Individual or Prop 1. Birth Certificate, valid governmen identification car 2. Current Busines 3. Department of T Industry (DTI) R applicable) 4. Special Power o Negotiate and E	rietorship: passport or any it-issued d s Permit rade and egistration (if f Attorney to nter into RE	Philippine Statistics Authority City/Municipal Government Department of Trade and Industry	
If Corporation (Filipi owned domestic con Venture or Consorti (partners/members corporations and/or Venture or Consorti incorporated/registe Philippines) / Coope 1. By-Laws (BL) ar Incorporation (A AOI of its corpor stockholders. (T the incorporated RE Applicant mu engaging in RE development) wi certified by Secu	rporation) / Joint um are Filipino the Joint um is ered in the erative nd Articles of OI), and BL and rate he purpose of /unincorporated ust include resource hich must be	Securities and Exchange Commission	

 Exchange Commission (SEC) 2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE 3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders which must be certified by SEC 4. Current Business Permit 5. Organizational Chart of the Company 	City/Municipal Government
If Philippine Branch of Foreign Corporation / Joint Venture or Consortium (partners/members are Foreign Corporations and/or the Joint Venture or Consortium is incorporated/registered outside the Philippines) 1. License to transact business in the Philippines secured from SEC which must include authority to engage in RE resource development 2. Same documents as above, or their equivalent. Those which were submitted in support of the application for license must be certified by the SEC	Securities and Exchange Commission
If Local Government Unit 1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE	Provincial, City, Municipal, and/or Barangay Government Council
Passport or any valid government- issued ID of the authorized representatives, signatory and witness to the RE Contract B. Technical Requirements	Department of Foreign Affairs
1. Work Program Gantt Chart with Narrative following the approved template	Annex I-1 of DC2019-10-0013

a. Biomass b. Geothermal c. Solar d. Hydro e. Ocean f. Wind	Annex I-2 of DC2019-10-0013 Annex I-3 of DC2019-10-0013 Annex I-4 of DC2019-10-0013 Annex I-5 of DC2019-10-0013 Annex I-6 of DC2019-10-0013
 2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (except for Biomass) For Solar Rooftop and Solar Microgrids: Location/Sketch Map of the Project Area showing a point in PRS'92 geographic coordinates 	Area Clearance issued by the Department of Energy through the Pre-Application Process Provided by the Applicant
3. Notarized Undertaking on Multiple-Use of Energy	Provided by the Applicant
Resource, if applicable4. (For Solar and Biomass) Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved templateFor Private Property: a. Affidavit on Acquisition of Ownership/Possessory Rights over Private PropertyFor Public Property: a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Propertyb. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant	Annex "A" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory- no-3-modified-possessory-rights-requirements- contract-applications?withshield=1) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory- no-3-modified-possessory-rights-requirements- contract-applications?withshield=1)
For Biomass Energy Only – Feasibility Study to include: a. Mass Energy Balance Diagram	Provided by the Applicant

 b. Site Development Plan c. Fuel Supply and Logistic Study d. Waste Analysis and Characterization Study (additional if MSW) 	
For Solar Energy Only – Feasibility Study to include:	
a. Market Aspect - Identify its available target markets and its projected electricity rate (e.g. as a merchant plant under the spot market or as a generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).	
 b. Technical Aspect - Technical study affirming that the available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio. 	Provided by the Applicant
c. Financial Aspect - Preliminary runs on the financial feasibility of the available solar resource within the Contract Area vis-a- vis the identified market/s. Attachment shall include financial models at different	

 markets stipulating the financial measures such as IRR, NPV, LCOE, among others. d. Management Aspect - Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor). 	
e. Proofs or application to secure right of way, applicable social and environmental permits/clearances (e.g. LGU resolution of support, ECC, etc.) and agreements (e.g. interconnection agreement, power purchase agreement), and conduct relevant technical studies (e.g. geotechnical, System/Distribution Impact Study, Facility/Asset Study).	
C. Financial Requirements	
 Latest Annual Report and/or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing. 	Provided by the Applicant
 Bank certification to substantiate the cash balance in the Audited FS or unaudited FS 	Provided by the Applicant
 Projected Cash Flow Statement for next two (2) years, except for geothermal and large hydro resources which should be five (5) years, showing the fund 	Provided by the Applicant

 sources and uses of funds for the particular offered area, other applied RE areas, existing service/operating contracts with DOE and other existing business, if applicable, with supports from either of the following: a. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations b. Sworn Letter of Commitment from stockholders for additional equity/cash infusion c. Bank approved loan/credit line earmarked for the proposed operation 	
 4. For applicants with insufficient funds to finance the proposed operations: a. Newly organized corporation (existing for two (2) years or less from date of registration with SEC) should be supported by parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program. b. Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following: i. Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or 	Provided by the Applicant

items 1 a Letter of parent co the work c. In case of do company, the Guaranty sho notarized. d. In case of for company or Applicant is a corporation, shall be duly	documents per nd 2 above and Guaranty by the ompany to fund program/plan omestic parent e Letter of ould be duly reign parent where the RE			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant fills-out the form, upload the complete documentary requirements, and submits thru the EVOSS System	 1.1 Concerned REMB Division checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the RE Project within three (3) working days^(*) *If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day 1.1.1 If the 			Chief, Concerned REMB Division Chief, ITMS-ISD
	submission is complete and			Chief, Concerned REMB Division

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	the area is valid,		
	Concerned		
	REMB Division		
	thru EVOSS		
	uploads the		
	Order of		
	Payment to pay		
	for the		
	application and		
	processing fees		
	within five (5)		
	working days;		
	EVOSS notifies		
	LS, FS and		
	ITMS on the		
	complete		
	submission		
	1.1.2 If the area is		
	valid, while the		
	submission is		
	incomplete,		
	Concerned REMB		
	Division thru		
	EVOSS notifies		
	the Applicant to		
	complete the		
	submission		
	1.1.3 If the area is		
	not valid, ITMS-		
	ISD thru EVOSS		
	notifies the		
	Applicant and		Chief, ITMS-ISD
	Concerned REMB		
	Division that the		
	application is		
2 Applicant require	denied.		
2. Applicant resubmits	2.1 Concerned		
the lacking	REMB Division		
documents	checks the		
	completeness of		
Note:	the submission,		Chief, Concerned
Failure to submit the	and ITMS-ISD		REMB Division
updated documents	validates the area		
within thirty (30)	applied for the RE		and
Calendar Days upon	Project within		anu
receipt of notice,	three (3) working		Diractor ITMS
application will be	days*		Director, ITMS
deemed abandoned			
	*If not acted upon		
	by Concerned		
	REMB Division		
		1	

	1		
and ITMS within			
three (3) working			
days, EVOSS			
shall issue			
DEEMED			
COMPLETE			
Certificate.			
2.1.1 If the			
submission is			
complete and the			
area is valid,			
Concerned REMB			
Division thru			
EVOSS uploads			
the Order of			
Payment for the			
RE Applicant to			
pay for the			
application and			
processing fees			
within five (5)			
working days;			Chief, Concerned
EVOSS notifies			REMB Division
LS, FS and ITMS			
on the complete			
submission			
2.1.2. If the area is			
valid, while the			
submission is			
incomplete,			
Concerned REMB			
Division thru			
EVOSS notifies			
the RE Developer			
on the cancellation			
of application due			
to incomplete			
submission			
2.1.3 If the area is		Γ	
not valid, ITMS-			
ISD thru EVOSS			
notifies the			
Applicant and			Chief, ITMS-ISD
Concerned REMB			
Division that the			
application is			
denied.			

3. Applicant pays thru the DOE Cashier or other modes of payment within five (5) working days Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned	 3.1 If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day 	Geothermal, Solar, and Wind - Application Fee – Php 11, 600.00 Processing Fee – Php 6.50 / hectare Hydro and Ocean – Application Fee – Php 1,000.00 Processing Fee – Php 23, 850.00 Biomass – Application and Processing Fees – Php 12,650.00	Chief, Concerned REMB Division
4. The Applicant rectifies the proof of payment	 3.1.1 If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1) 3.1.2 If payment is not valid, EVOSS notifies the Applicant thru a system generated email to rectify the payment within two (2) working days. 4.1 If payment is rectified, EVOSS notifies Concerned 		Chief, Concerned REMB Division Chief, Concerned REMB Division

Note: If failure to rectify within 2 working days, the Applicant will receive notification of deemed abandoned	REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within 1 working day. 4.1.1 If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)		
	Day 1). 4.1.2 If payment is not valid, EVOSS notifies the Applicant thru a system generated email of the notice of disqualification 4.2 If payment is		Chief, Concerned REMB Division Chief, Concerned
	 4.2 If payment is valid, EVOSS notifies Concerned REMB Division, LS, FS, and ITMS thru a system generated email that a payment has been posted. Concerned REMB Division, LS, and FS to conduct simultaneous Technical, Legal, and Financial evaluations. 	5 Calendar Days	REMB Division Director, REMB Director, LS Director, FS
	4.3 Concerned REMB Division consolidates the evaluation results and submit the	2 Calendar Days	Chief, Concerned REMB Division Director, REMB

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	recommendation		
	to the REMB		
	Director.		
	4.3.1 If passed,		
	EVOSS notifies		
	ITMS to prepare		
	the Contract Map		
	and Concerned		
	REMB Division		
	prepares the RE		
	Contract, COR		
	and Memorandum		
	recommending the		
	Award to LS		
	4.3.2 If the		Chief,
	application failed		Concerned
	the evaluation,		REMB
	Concerned REMB Division thru		Division
	EVOSS notifies		Director
	the Applicant to		Director, REMB
	rectify the		
	submission within		Director, ITMS
	ten (10) working		
	days.		
	,		
	Note:		
	If the applicant fails		
	to rectify the		
	submission within		
	ten (10) working		
	days, the		
	application is		
	deemed		
E Applicant restifics	abandoned		Chief
5. Applicant rectifies the submission	5.1 EVOSS notifies Concerned		Chief, Concerned
	REMB Division,		REMB
	LS, and FS on the		Division,
	submission, and	3 Calendar	
	start the	Days	Director, REMB
	simultaneous	, -	
	Technical, Legal,		Director, LS
	and Financial		,
	evaluations.		Director, FS
	5.2 Concerned		Chief,
	REMB Division	2 Calendar	Concerned
	consolidates the	Days	REMB
	Evaluation Result		Division

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and submit the			
recommendation			Director, REMB
to the REMB			
Director.			
5.2.1 If passed,			
EVOSS notifies			
ITMS to prepare			
the Contract Map			Chief,
and Concerned			Concerned
			-
REMB Division		3 Calendar	REMB
prepares the RE		Days	Division
Contract, COR			
and			Director, ITMS
Memorandum			
recommending			
the Award to LS			
5.2.2 If failed,		3 Calendar Days	
-		J Calcillai Days	
Concerned			
REMB Division			Chief,
thru EVOSS			Concerned
notifies the			REMB
Applicant, LS,			Division
FS, and ITMS on			DIVISION
the			
disqualification.			
5.3 LS			
concurrence on		2 Calendar Days	
		2 Galeridar Days	
the			Director, LS
recommendation			
5.4 After LS			
concurred,			
Concerned			
REMB Division		2 Calendar	
			Chief,
endorses the		Days	Concerned
application to the			REMB
Assistant			Division
Secretary and			
Undersecretary			
on the			
recommendation			
5.5 Assistant		2 Calendar	
Secretary acts on		Days	Office of the
the		24,0	Assistant
recommendation			Secretary
recommendation			Secretary
5.5.1 lf concurred,			Chief,
Concerned		2 Calendar Days	Concerned
REMB Division		2 Calendar Days	REMB
endorses to the			Division

	L la dema en la f	, 		
	Undersecretary			
	for concurrence			
	5.5.2 lf not			
	concurred,			
	Concerned			Chief
	REMB Division			Chief, Concerned
	thru EVOSS			REMB
	notifies the			Division
	Applicant, LS, FS			Office of the
	and ITMS on the			Assistant
	disapproval			Secretary
	5.6 Undersecretary			ocorciary
	acts on the			
	recommendation			
	5.6.1 If the			
	Undersecretary			
	concurs the			
	recommendation,			
	Concerned		1.0 - 1	Chief,
	REMB Division		1 Calendar	Concerned
	notifies thru		Day	REMB Division
	EVOSS the			
	Applicant to pre- sign the contract			
	within thirty (30)			
	Calendar Days			
	5.6.2 If not			
	concurred,			
	Concerned			
	REMB Division			
	thru EVOSS			
	notifies the			
	Applicant, LS, FS			
	and ITMS on the			
	disapproval			Chief,
6. Applicant pre-signs	6.1 Concerned			Concerned
the RE contract and	REMB Division			REMB Division
submits to DOE	validates the pre-			Chief,
	signed RE			Concerned
Note:	Contract within one			REMB Division
Failure to pre-sign the	(1) working day			
RE Contract within	Note:			
thirty (30) Calendar				
Days upon receipt of	*If applicant failed to pre-sign			
notice, application will be deemed abandoned	the RE Contract			
	within the			
	prescribed period			
	of thirty (30)			
	0	1		

calendar days, EVOSS notifies the Applicant, Concerned REMB Division, LS, FS and ITMS that the application is deemed abandoned. 6.2 The Secretary		
acts on the pre- signed RE contract	7 Calendar Days	Office of the Secretary
6.2.1 If the Secretary signed the RE contract, Concerned REMB Division thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days Note: If applicant fails to pay the signing fee within fifteen (15) calendar days, RE application is deemed abandoned.	1 Calendar Day	Chief, Concerned REMB Division

	6.2.2 If not approved, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS and ITMS on the disapproval			
7. Applicant pays the signing fee	7.1 Concerned REMB Division validates the payment within one (1) working day	Biomass – Signing Fee – Php5.00/kW with installed capacity of 1MW and below; and Php50,000.00 if above 1MW Geothermal – Signing Fee – Php100.00/has. Solar – Signing Fee – Php5.00/kW Hydro – Signing Fee – Php5.00/kW Ocean – Signing Fee – Php100.00/has. Wind – Signing Fee – Php100.00/has.		Chief, Concerned REMB Division Chief, Concerned REMB Division
	7.1.1 If payment is valid, Concerned REMB Division thru EVOSS uploads the copy of the signed		1 Calendar Day	Chief, Concerned REMB Division

	1	[Γ	
	and notarized			
	RE Contract and			
	COR			
	7.1.2 If payment is			
	not valid,			
	EVOSS will			
	notify the			
	applicant to			
	rectify the			
	payment within			
	two (2) working			
	days			
	7.1.3 If applicant			
	failed to pay the signing fee or			
	after rectification			
	the payment is			
	still not valid,			
	Concerned			
	REMB Division			
	thru EVOSS			
	notifies the			
	Applicant, LS,			
	FS and ITMS			
	that the			
	application is deemed			
	Abandoned			
8. Applicant picks-up	Aballuoneu			
the				
signed and notarized				
RE Contract and				
COR				
	8.1 If exceeded the			
	timeframe, EVOSS			
	System notifies			
	Concerned REMB			
	Division, LS, FS,			
	ITMS and Applicant of the issuance of			
	Deemed Approved			
	Certificate.			
— / I.V. · · · · · · ·				
Total Number of Day	/S		31 Calendar Day	S



Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government to Business			
Who may avail:	Renewable Energy (RE) material obligations stipu	•	•	npliant with
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	ECURE
1. Letter Request from the the addressee of the end	dorsement.	Provided	by the RE Develo	per
2. Copy of proof of Paymen newly awarded contracts			by the RE Develo	ber
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 RE Developer chooses a RE Project from the List in EVOSS System associated to the Company RE Developer submits thru the EVOSS system the complete set of documentary requirements Note: RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for issuance of endorsement letter/s 	 2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days *If not acted within three (3) working days, EVOSS System notify the RE Developer of the issuance of the Deemed Complete Certificate and notify Concerned REMB 	None		Chief, Concerned REMB Division

	Division to process the request. 2.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1). Concerned REMB Division conducts the evaluation.		
3. RE Developer submits thru the EVOSS System the updated application	 2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission. 3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. 	None	Chief, Concerned REMB Division

	 3.1.1. If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1). Concerned REMB Division conducts the evaluation. 			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If the submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission			
	 3.2. Concerned REMB Division prepares the Endorsement Letter/s and endorses to the REMB Director 3.2.1. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval. 	None	2 Calendar days	Chief, Concerned REMB Division
	3.3. REMB Director acts on the Application		2 Calendar days	Director, REMB

Total Number of Days		5 Cale	endar Days	
	3.4. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
	3.3.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval.			
	3.3.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Endorsement Letter/s		1 Calendar day	Chief, Concerned REMB Division



Processing of Safety Officers Permit for Renewable Energy Developers

Note: This process is ISO Certified.

In compliance with Department Circular No. DC2012-11-0009 otherwise known as *"Renewable Energy Safety, Health and Environment Rules and Regulations"* pursuant to the provisions of RA No. 9513

RA NO. 9515					
Office of Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)				
Classification:	Highly Technical Trans	saction			
Type of Transaction:	Government-2-Busines	SS			
Who May Avail	-	d RE Contract awarded under the RE Act abd are ent and Commerical/Operational Stage			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
 A duly accomp application with e record; 	emphasis on service	EVOSS			
size pictures (any p dress code: with co	the RE Developer; nimum 600x600 pixels) plain background color; llar) taken not less than the time of application;				
 Proof of qualification only): 	on (For new applicants				
 a. For duly licensed engineer: Valid PRC license, Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry, and Basic Occupational Safety and Health (BOSH) Training Certificate; b. For Degree holder or two years in college: Diploma or Transcript of Records, Certificate of Employment showing at least five (5) years actual 		Provided by Applicant			

the RE industry Certificate; and	ety Practitioner: Valid			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in EVOSS associated with the Company				
2. RE Developer submits online thru the EVOSS system the complete set of documentary requirements	 2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days *If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day 			Chief, Concerned REMB Division

]
	2.1.1. If the		
	submission is		
	complete the		
	Concerned		
	REMB		
	Division		
	uploads the		
	copy of the		
	Order of		
	Payment		
	within one (1)		
	working day		
	EVOSS System		
	notifies the RE		
	Developer thru a		
	system generated		
	email to pay the		
	processing fee within		
	five (5) working days.		
	2.1.2. If not		
	complete, Concerned		
	REMB		
	Division		
	notifies the		
	RE		
	Developer of		
	the		
	incomplete		
2 DE Dovelener	submission. 3.1. Concerned		
3. RE Developer	REMB Division		
submits thru the			
EVOSS system	checks the		
the updated	completeness		
application	and consistency of the		
Note: Failure to	submission		
submit the			
updated	within three (3) working days*		Chief, Concerned
documents within	working days		REMB Division
thirty (30)			
Calendar Days	* If not acted within 3		
upon receipt of	working days,		
notice, application	EVOSS System		
will be deemed	generates a Deemed		
abandoned.	Complete Certificate		
	and notify Concerned		
	and notify Concerned		

	REMB Division of the issuance of Order of Payment within one (1) working day		
	3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.		
	EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days		
	3.1.2. If not complete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission		
 RE Developer pays thru the DOE Cashier or other modes of payment Note: 	4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.	Application Fee - Php 550.00	Chief, Concerned REMB Division
<i>If failure to pay within five (5) working days, the RE Developer will</i>	Concerned REMB Division validates the proof of payment		

receive notification	within one (1)		
	within one (1)		
of deemed	working day		
abandoned			
	4.1.1. If payment is		
	valid, EVOSS		
	creates the		
	deliverables in		
	EVOSS and		
	sets DOE time to START		
	(Start of Day 1)		
	4.1.2. If payment is not valid,		
	EVOSS		
	notifies the RE		
	Developer		
	thru a system		
	generated		
	email to rectify		
	the payment		
	within two (2)		
	working days.		
5. RE Developer	5.1. If payment is		
rectifies the proof of payment	rectified, EVOSS notifies		
or payment	Concerned		
	REMB Division		
Note:	thru a system		
	generated email		
	that a payment		Chief, Concerned
If failure to rectify	has been		REMB Division
within two (2)	rectified.		
working days, the RE			
Developer will	Concerned REMB		
receive notification of	Division validates the		
deemed abandoned	proof of payment		
	within 1 working day.		
	5.1.1. If payment is		
	valid, EVOSS		
	creates the		Chief, Concerned
	deliverables		REMB Division
	and sets DOE time to START		
	(Start of Day		
	1).		
	· /·	1	

5.1.2. If payment			
not valid, th	e		
EVOSS			
notifies the	RE		
Developer t			
a system			
generated of	f		
the notice of			
disqualifica	on		
5.2. If rectified			
payment has			
been made,			
EVOSS notifi	s		
Concerned			
REMB Divisio	n		
thru a system			
	oil		
generated en			
that a payme	IT		
has been			
posted.			
5.3. Concerned]	
REMB Divisio	n		
conducts			
Technical		5 Calendar	
Evaluation			
5.3.1. If qualified,		Days	
Concerned			
REMB Divis	-		
endorses th			Chief, Concerned
Application	0		
the REMB			REMB Division
Director			
5.3.2. If not qualifi	ed.	1	
Concerned	/		
REMB Divis	ion		
thru EVOS			
notifies the			
Developer	T		
the			
disapprova			
5.4. REMB Direct	or	5 Calendar	
acts on the			Director, REMB
Application		Days	,

Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Approved Safety Officer's Permit. 5.4.2. If disapproved, EVOSS notifies the RE Developer of the	1 Calendar Day REMB Division
disapproval. 5.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate.	11 Calendar Days



Revision of Work Program

	Renewable Energy Ma	nacement P	Rureau (REMR)]	
	Biomass Energy Mana			eothermal Energy	
Office or Division:	Management Division				
	Management Division (SWEMD) / Hydropower and Ocean Energy				
	Management Division (HOEMD)				
Classification:	Highly Technical Trans				
Type of Transaction:	Government to Busine	SS			
Who may avail:	RE Developers with va	alid RE Contr	racts awarded un	der the RE Act	
CHECKLIST OF I			WHERE TO SEC		
	ustification from the RE				
	ed to REMB Director				
	rogram following the				
	in Annex I of DC2019-		Provided by app	licant	
10-0013 with Narrat					
-	eport vis-à-vis Work	t vis-á-vis Work			
Program		FEES TO	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company					
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	 2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS 	None		Chief, Concerned REMB Division	

	2.1.1. If submission is complete, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)		
	2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission		
3. RE Developer submits thru the EVOSS system the updated application	 3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. 	None	Chief, Concerned REMB Division
	3.1.1. If the submission is complete, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)		
	3.1.2. If the submission is not complete, Concerned REMB Division		

c ti	thru EVOSS notifies the RE Developer to update the submission The process continues until such ime that the RE Developer submits the complete documents.			
3	8.2. Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for pre- development only) Evaluations		5 Calendar days	Chief, Concerned REMB Division Director, REMB Director, LS Director, FS
3	 3.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations 3.3.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary 3.3.2. If not qualified, EVOSS system notifies the RE Developer to submit the rectified documents within fourteen (14) calendar days 	None	2 Calendar days	Chief, Concerned REMB Division Director, REMB

 4. RE Developer submits thru the EVOSS system the rectified application documents Note: If failure to rectify within 14 calendar days, the RE Developer will receive notification of disqualification 	 4.1. EVOSS notifies Concerned REMB Division thru a system generated email that application has been rectified. Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable 		2 Calendar days	Chief, Concerned REMB Division Director, REMB Director, LS Director FS
	 4.1.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary 4.1.2. If not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, FS and LS on the Disapproval of the Revision of Work Program 			Chief Concerned REMB Division Director, REMB
	4.2. LS concurs on the recommendation of REMB		2 Calendar days	Director, Legal Services
	4.3. Assistant Secretary acts on the recommendation			Office of the Assistant Secretary
	 4.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary 4.3.2. If disapproved, Concerned 	None	2 Calendar days	Chief, Concerned REMB Division

REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Revision of Work Program. 4.4. Undersecretary acts on the recommendation	2 Calendar days	Office of the Undersecretary
 4.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter 4.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of the Revision of the Revision of the Work Program 	1 Calendar day	Chief, Concerned REMB Division
4.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate		
Total Number of Days	16 Calendar	Days



Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)

C Ty	ffice or Division: lassification: /pe of Transaction: /ho may avail:	Renewable Energy Management Bureau (REMB)Biomass Energy Management Division (BEMD) / GeothermalEnergy Management Division (GEMD) / Solar and Wind EnergyManagement Division (SWEMD) / Hydropower and Ocean EnergyManagement Division (HOEMD)Highly Technical TransactionGovernment to BusinessRegistered RE DeveloperPursuant to Section 15(b) of RA 9513, within the first ten (10) yearsupon the issuance of a Certification of Registration				
		REQUIREMENTS		WHERE TO SEC	URE	
	duly authorized of before a Notary Pub			EVOSS		
2.	Board of Investme Registration	nt (BOI) Certificate of		Board of Investr	ment	
3.	Pro forma Invoice					
4.	Computation of Es waived	stimated Duties to be	Duties to be Provided by app		licant	
5.	Technical Data Spe	cification				
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	RE Developer chooses a RE					
	Project from the List in EVOSS associated to the Company					

			,
	REMB Division of the		
	issuance of Order of		
	Payment within one (1)		
	working day		
	2.1.1. If the submission		
	is complete,		
	Concerned		
	REMB Division		
	uploads the copy		
	of the Order of		
	Payment.		
	EVOSS System notifies		
	the RE Developer thru a		
	system generated email		
	to pay the processing		
	fee within five (5)		
	working days.		
	2.1.2. If submission is		
	incomplete,		
	Concerned		
	REMB Division		
	thru EVOSS		
	notifies the RE		
	Developer to		
	update the		
	submission		
3. RE Developer	3.1. Concerned REMB		
submits thru the	Division checks the		
EVOSS system the	completeness and		
updated application	consistency of the		
	submission within		
	three (3) working		
	days*		
	days		
	* If not acted within		
	three (3) working days,		
	EVOSS System		
	generates a Deemed		
	Complete Certificate		
	and notify Concerned		
	REMB Division of the		
	issuance of Order of		
	Payment within one (1)		
	working day		
	3.1.1. If the submission		
	is complete, the		Chief,
	Concerned		Concerned
	REMB Division		REMB Division
	uploads the copy		

Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	of the Order of Payment. EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within 5 working days 3.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission*		
 4. RE Developer pays thru the DOE Cashier or other modes of payment Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned 	 4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day 4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1) 4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the payment within two (2) working days. 	Application Fee - Php750.00	Chief, Concerned REMB Division

 5. The RE Developer rectifies the proof of payment Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned 	 5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within 1 working day. 		Ohist
	5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).		Chief, Concerned REMB Division
	5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification		
	5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.		Chief,
	Concerned REMB Division conducts technical evaluation.	5 Calendar days	Concerned REMB Division Director, REMB
	5.2.1. If passed, Concerned REMB Division thru EVOSS notifies the Legal Services (LS) to proceed with the evaluation		

5.2.2. If failed the technical evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval 5.3. LS conducts the evaluation and concurs on the Memorandum to the Undersecretary.	5 Calendar days	Director, Legal Services Chief, RELSD
5.4. Assistant Secretary acts on the recommendation. 5.4.1. If concurred, Concerned REMB Division endorses the recommendation to the Undersecretary 5.4.2. If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the diagepreval	3 Calendar days	Office of the Assistant Secretary
disapproval. 5.5. Undersecretary acts on the recommendation. 5.5.1. If concurred, Concerned REMB Division further process the application 5.5.2. If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval.	3 Calendar days	Office of the Undersecretary

5.6. Concerned REM Division endorse the COE-DFIC t REMB Director t signature	es 5 Calendar	Chief, Concerned REMB Division Director, REMB
5.6.1. If approved, Concerned REMB Division notifies thru EVOSS the RI Developer on approval and uploads a cop the approved COE-DFIC.	E the	Chief, Concerned
5.6.2. If disapproved Concerned REMB Division thru EVOSS notifies the RE Developer on disapproval		REMB Division
5.7. If exceeded the timeframe, EVO System notifies Concerned REM Division and RE Developer on th issuance of the Deemed Approv Certificate	1B e	
Total Number of Days	22 Calen	dar Days



Assignment/Transfer of Renewable Energy Service Contract

Office or Division: Classification:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD) Highly Technical Transaction		
Type of Transaction:	Government to Busines		
Who may avail:	Registered RE Develop		
CHECKLIST OF F		WHERE TO SECURE	
1. Application letter ad Director		Provided by applicant	
2. Approved/Notarized	Deed of Assignment		
 Assignee's Articles of Laws 	f Incorporation and By-	Securities and Exchange Commission	
4. Assignee's Latest Sheet (GIS) stamped	General Information I - received by the SEC	Securities and Exchange Commission	
5. Assignee's Valid Bus	siness Permit	Concerned Local Government Unit/s (Mayor's Office)	
6. Assignee's Corporate the officers of the ass			
7. Assignee's List of Te	chnical Consultants		
representative to neg RE Contract with the	ectors authorizing its otiate and enter into an DOE		
obligations as mar	by the Assignor to the nance of the assigned ndated under Section Circular No. DC2009-	Provided by applicant	
	eport of the Assignor financial commitments Work Program/Plan		

11. Assignee's Financia	I Documents:			
two (2) years; b. Current Ur Statement; c. Current Bank C	al Statement for the last naudited Financial ertificate; and Flow Statement for 2			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 RE Developer chooses a RE Project from the List in EVOSS associated to the Company 				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	 2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day 2.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment. EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days. 			Chief, Concerned REMB Division

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	2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission		
3. RE Developer re- submits thru the EVOSS system the set of documentary requirements	 3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working 		Chief, Concerned REMB Division
	day 3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment. EVOSS System notifies the RE Developer thru a system generated email to pay the		
	processing fee within five (5) working days		

	 3.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission. *The process continues until such time that the RE Developer submits the complete documents. 		
 4. RE Developer pays thru the DOE Cashier or other modes of payment <i>Note:</i> <i>If failure to pay within 5</i> working days, the RE Developer will receive notification of deemed abandoned 	 4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day 	Application Fee - Php 4,350.00	Chief, Concerned REMB Division
	 4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1) 4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system 		

			[]
	generated email		
	to rectify the		
	payment within		
	two (2) working		
	days.		
5. The RE Developer	5.1. If payment is		
rectifies the proof of	rectified, EVOSS		
payment	notifies Concerned		
payment	REMB Division thru		
Note:			
Note.	a system		
	generated email		
If failure to rectify within	that a payment has		
two (2) working days,	been posted.		
the RE Developer will			
receive notification of	Concerned REMB		
deemed abandoned	Division validates the		
	proof of payment within		
	one (1) working day.		
	5.1.1. If payment is		Chief,
	valid, EVOSS		Concerned
	creates the		REMB Division
	deliverables and		
	sets DOE time to		
	START (Start of		
	Day 1).		
	5.1.2. If payment is not		
	valid, EVOSS		
	notifies the RE		
	Developer thru a		
	system		
	generated email		
	of the notice of		
	disqualification		
	5.2. If rectified payment		
	has been made,		
	EVOSS notifies		
	Concerned REMB		
	Division thru a		
	system generated		
	email that a		Chief,
			Concerned
	payment has been	7 Calendar	REMB Division
	posted.	days	Director, REMB
		,	Director, LS
	Concerned REMB		Director, FS
	Division, Legal Services		
	(LS) and Financial		
	Services (FS) conduct		
	simultaneous Technical,		
	Legal, and Financial		
	Evaluations.		
			1

	5.3. Concerned REMB		
	Division		
	consolidates all the		
	evaluation results		
	and recommends		
	to the REMB		
	Director for further		
	action		
	5.3.1. If qualified,		
	Concerned		
	REMB Division		Chief
	endorses thru		Chief,
	REMB Director	2 Calendar	Concerned
	the	days	REMB Division
	recommendation		Director, REMB
	for approval of		
	LS		
	5.3.2. If not qualified,		
	EVOSS system		
	notifies the RE		
	Developer to		
	submit rectified		
	documents within		
	fourteen (14)		
	calendar days		
6. RE Developer	6.1. EVOSS notifies		
submits thru the EVOSS	Concerned REMB		
system the rectified	Division, LS and		
application documents	FS thru a system		Chief,
	generated email		Concerned
Note:	that the application	5 Calendar	REMB Division
	has been rectified.		
If failure to rectify within		days	Director, REMB
fourteen (14) calendar	Concerned REMB		Director, LS
days, the RÉ Developer	Division, LS and FS		Director, FS
will receive notification	conduct simultaneous		
of deemed abandoned	Technical, Legal, and		
	Financial re-evaluations		
	6.2. Concerned REMB		
	Division		
	consolidates all the		
	re-evaluation		
	results		Chief
	6.2.1. If qualified,	2 Calendar	Chief, Concerned
	Concerned		REMB Division
		days	
	REMB Division		Director, REMB
	endorses to LS to		
	concur on the		
	Memorandum to		
	the Secretary,		1

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new Certificate of Registration (COR) and Approval Letter		
6.2.2. If not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, LS, and FS of the Disapproval of assignment of RE Contract		
6.3. LS Concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter	2 Calendar days	Chief, RELSD Director, LS
6.4. Assistant Secretary acts on the recommendation.		Office of the Assistant Secretary
6.4.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	2 Calendar days	
6.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract		Chief, Concerned REMB Division
6.5. Undersecretary acts on the recommendation.	2 Calendar	Office of the Undersecretary
6.5.1. If approved, Concerned REMB Division endorses the	days	Chief, Concerned REMB Division

	recommendation			
	to the Secretary.			
	6.5.2. If disapproved,			
	Concerned			
	REMB Division			
	thru EVOSS			
	notifies the RE Developer, LS,			
	and FS of the			
	Disapproval of			
	the assignment			
	of RE Contract.			
	6.6. Secretary acts on		7 Calendar	Office of the
	the		days	Secretary
	recommendation		, ·	,
	6.6.1. If approved, Concerned			
	REMB Division			
	notifies thru			
	EVOSS the RE			
	Developer, LS			
	and FS on the			
	approval and		2 Calendar	
	uploads thru the		days	
	EVOSS a copy of the Letter		-	
	approving the			
	assignment of			Ohist
	RE Contract and			Chief, Concerned
	the new COR.			REMB Division
	6.6.2. If disapproved,			
	Concerned			
	REMB Division			
	thru EVOSS			
	notifies the RE			
	Developer, LS			
	and FS of the			
	Disapproval of assignment of			
	RE Contract.			
	6.7. If exceeded the			
	timeframe, EVOSS			
	System notifies Concerned REMB			
	Division and RE			
	Developer on the			
l				

	issuance of the Deemed Approved Certificate			
Total Number of Days		31 (Calendar Days	



Request for Reinstatement of RE Contract

o	ffice or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)				
С	lassification:	Highly Technical Transaction				
Т	ype of Transaction:	Government-2-Business				
W	/ho may avail:	As per Section 32 of DC2 Developer/s whose RE Correconsideration within ten	ontrac	t was	terminated may fil	e a request for
	CHECKLIST O	FREQUIREMENTS			WHERE TO S	SECURE
2. *C	addressed to REMB Dire Supporting documents t termination omplete documents must	ing documents to the justification on grounds for RE Doveloper			loper	
	CLIENT STEPS	AGENCY ACTIONS	то	FEES PROCESSING PERSON TO BE TIME RESPONSIBL PAID		PERSON RESPONSIBLE
1.			PA			
	RE Developer chooses an RE Project from the List in EVOSS associated to the Company			one		

Certificate and notify Concerned REMB Division, Legal Services (LS) and Financial Services (FS) to conduct evaluations. 2.1.1. If submission is complete, EVOSS creates the deliverables and sets DQE time to START (Start of Day 1) 2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer of the incomplete submission 3. RE Developer submits thru the EVOSS system the updated submission 3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days* * If not acted within 3 working days* * If not acted within 5 working days* * If not acted within 5 working days* * If not acted within 5 working days* * More REMB Division, LS, and FS to conduct evaluations. 3.1.1. If submission is complete, EVOSS creates the deliverables and None		Doomod Complete		
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sets DOE time to		sets DOE time to		

		START (Start of Day 1)		
Note: Failure to submit the updated documents within thiry (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2.	If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer of the incomplete submission and system generated email of the notice of disqualification.		
	3.1.3.	Concerned REMB Division conducts simultaneous Technical, Legal, and Financial Evaluations.	10 Calendar Days	Chief, Concerned REMB Division Director, REMB Director, LS
				Director, FS
	3.1.4. 3.1.5. 3.1.6.	Concerned REMB Division consolidates the results of evaluation If qualified, Concerned REMB Division thru the REMB Director endorses the recommendation to the LS Director for concurrence If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of application	5 Calendar Days	Chief, Concerned REMB Division Director, REMB
		S concurs on the commendation	3 Calendar Days	Director, LS

acts of	tant Secretary on the nmendation		Office of the Assistant Secretary
Co Div the rec to Un 3.3.2. If c Co Div EV the De an Dis	approved, oncerned REMB vision endorses commendation the ndersecretary disapproved, oncerned REMB vision thru /OSS notifies e RE eveloper, LS, d FS on the sapproval of the oplication	3 Calendar Days	Chief, Concerned REMB Division
on the	rsecretary acts e None nmendation		Office of the Undersecretary
Div the rec to 3.4.2. If c Co Div EV the De	vision endorses	3 Calendar Days	Chief, Concerned REMB Division
Ар	sapproval of the plication	5 Calendar	Office of the
	ecommendation	Days	Secretary

	 3.5.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS, and FS on the approval and uploads a copy of the Letter approving the RE Contract Reinstatement 3.5.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of Application 		2 Calendar Days	Chief, Concerned REMB Division
	3.6. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate	None		
Total Number of Days		31	Calendar Days	



Pre-Application Process (For Geothermal, Hydropower, Ocean, Wind and Solar Projects – Except for Solar Rooftop & Solar Microgrid)

An applicant shall submit the written notice or document submitted by a Person to the DOE, indicating interest in the exploration, development, utilization, and commercialization of RE Resource.

Resource.			
Office or Division: Classification:	 Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD) Highly Technical Transaction 		
Type of Transaction: Who may avail:	Government-2-Business Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the Department Circular No. DC2019-10-0013		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Letter of Intent (LOI) Addressed to REMB Director	Template LOI Letter (Annex H of DC2019-10-0013)		
2. Area of Interest following the mapping requirements provided below:			
2.1 Mapping Requirements for Area Verification of RE Projects			
2.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental features using NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).	Provided by the Applicant Template maps are provided in the EVOSS Downloadable Forms		
2.1.2 Photocopy of PRC Card & Professional Tax Receipt of the	Provided by the Applicant		

2.1.3 Excel contair coordin	tic engineer (validity should the date of map preparation) file (see TD_FORM.xls*) hing the PRS'92 geographic hates of all boundary corners t for Hydropower Application)	Provided by the Applicant Template forms are provided in the EVOSS Downloadable Forms		
 subject to Are Location/Sk map details applicable to area. It shou signed and s copy) by a lice TD_FORM.x download fro and accomple equivalent Pl of the project scanned cop signature, an be reflected of Computation conforming to total area sha hectares per projected are considered. 	n of Area - For project area o the RE blocking system the all be computed as 81 RE block, otherwise the ba (PTM-Zone I to V) will be	through EVOSS under Downloadable Form (https://www.evoss.ph/Home/Documents?category Name=Downloadable%20Forms) Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls		wnloadable Forms cuments?category ;)
system is PRS '92	quired geographic coordinates 2. Locations from Google tt coordinate system. AGENCY ACTIONS	FEES TO BE PROCESSING PERSON		
1. If Applicant	1.1 Concerned REMB	PAID	TIME	RESPONSIBLE
has no account in the EVOSS, request for account thru Concerned REMB Division	Division registers the Applicant in the EVOSS System	None		Chief, Concerned REMB Division

2. Applicant submits thru the EVOSS system the complete set of documentary requirements	 2.1 ITMS-ISD checks the completeness and consistency of the submission within three (3) working days 2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1) 2.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the Applicant on the incomplete submission or for 		Chief, ITMS-ISD
3. Applicant submits thru the EVOSS System the updated application	rectification. 3.1 ITMS-ISD checks the completeness and consistency of the submission within three (3) working days*		
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.	None	Chief, ITMS-ISD
	3.1.1 If submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1).		

ITMS-ISD conducts area verification		
3.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission		
3.2 ITMS-ISD conducts area verification		
3.2.1 If qualified, ITMS-thru EVOSS endorses the area verification result to Concerned REMB Division for clearance.	14 working	Chief, ITMS-ISD Director, ITMS
3.2.3 If not qualified, ITMS- ISD thru EVOSS informs the applicant on the cancellation of request due to technical problem (i.e. inconsistent data, erroneous and non- compliant mapping requirements)	days	and Chief, Concerned REMB Division
3.3 Concerned REMB Division thru the Assistant Director endorses the final verification results and uploads the letter of results in the EVOSS.	3 working days	Chief, Concerned REMB Division Assistant Director, REMB
3.4 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, ITMS-ISD and RE Developer on the issuance of the Deemed Approved Certificate		
Total Number of Days	17 Working Days	



Transition from Pre-Development to Development Stage

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD), Geothermal Energy Management Division (GEMD), and Solar and Wind Energy Management Division (SWEMD)		
Classification:	Highly Technical Tra	ansaction	
Type of Transaction:	Government-2-Bus	iness	
Who May Avail:		(Hydro, Ocean, Geothermal, Solar ¹ , and with valid Service Contracts	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
 Letter of DOC indic of the project in me megawatt peak (MV 	egawatt (MW) and		
2. Gantt Chart of the in Plan with Narrative approved template DC2019- 10-0013)	following an	Annex I of the Department Circular No. DC2019-10-0013 <u>https://www.doe.gov.ph/sites/default/files/pdf/is</u> <u>suances/dc2019-10-0013-annex-i.PDF</u>	
 Map of the Production Area following the mapping requirements provided below: 			
3.1 Mapping Requirements for Area Verification of RE Projects			
boundaries in environmental NAMRIA topog available basemap at le with equi geographic o boundary corr area or p weir/dam	Asite showing its relation to major features using graphic map or any administrative east 1:50,000 scale valent PRS'92 coordinates of all ners of the project powerhouse and locations with bove Mean Sea	Provided by the RE Developer Template maps are provided in the EVOSS Downloadable Forms	

3.1.2 Photocopy of PRC Card &	
Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)	Provided by the RE Developer
3.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92	Provided by the RE Developer
geographic coordinates of all boundary corners (except for Hydropower Application)	Template forms are provided in the EVOSS Downloadable Forms
NOTES:	
 Project Area/Site – an RE project area/site subject to Area Verification. 	* - The following maps and forms could be accessed through EVOSS under Downloadable Forms
2. Location/Sketch Map* - shall reflect all the map details found in	(https://www.evoss.ph/Home/Documents?cat egoryName=Downloadable%20Forms)
the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.	Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls
 TD_FORM.xls* - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. 	
4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.	
Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.	

 4. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template: For Private Property: a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property 	Annex "C" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advi sory-no-3-modified-possessory-rights- requirements-contract- applications?withshield=1)
 For Public Property: b. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property c. Board Resolution authorizing the affiant to execute the 	Annex "D" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advi sory-no-3-modified-possessory-rights- requirements-contract- applications?withshield=1)
instrument for and on behalf of the RE Developer 5. Feasibility Study covering the following minimum activities:	Provided by the RE Developer Provided by the RE Developer
a. Market Study – must identify assumptions used in a target market/s (e.g. as merchant plant, with Power Purchase Agreement, or in spot market)	
b. Technical Study – with the following supporting documentary requirements:	
i. Resource Assessment Report with raw and processed data	
ii. Final layout, single line diagram, general specifications and annual energy production (AEP) of the project;	
iii. Geotechnical Study Report	
iv. System/Distribution Impact Study Report; and	
v. Detailed Engineering Design of the Project, if applicable	

c. Management Study – containing	
strategies of development and	
construction of the project	
including the entities who will be	
involved as EPC Contractor,	
Owner's Engineer and O & M	
Contractor covered by	
Agreements/Contracts, if	
applicable	
d. Certified true copy of acquired	
applicable permits, licenses,	
agreements, endorsements and	
clearances	
e. Financial/Economic Study – on	
the results of analysis and	
interpretation of the viability of	
the project under the Base Case	
scenario (P50 or higher) and	
sensitivity analysis	
i. Financial model/s; and	
ii. Proof of Financial Closing	

¹ Solar projects that are covered by a valid Solar Energy Service Contracts and awarded in accordance with the old guidelines.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in the EVOSS System associated to the Company				
2. RE Developer submits thru the EVOSS System the complete documentary requirements	2.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*	None		Chief, Concerned REMB Division
	*If not acted within three (3) working			

	dave EVOSS	
	days, EVOSS System notify the RE Developer and Concerned REMB Division of the issuance of the	
	Deemed Complete Certificate	
	2.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)	
	2.1.2 If submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission	
3. RE Developer submits thru the EVOSS System the updated submission	3.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*	
Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	* If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, ITMS and LS to conduct evaluations.	

3.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)			
3.1.2 If the submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission	None		
3.2. Concerned REMB Divisions, ITMS, and LS to conduct the evaluations including the possessory rights and production area, and uploads the Evaluation Results thru the EVOSS (not visible to the RE Developer)	None	7 Calendar Days	Chief, Concerned REMB Division Director, REMB Director, LS, Director, ITMS
3.3 Concerned REMB Division consolidates all the evaluation results			Chief, Concerned REMB Division Director, REMB

	 3.3.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the memorandum for the Secretary thru the REMB Director on the approval of the application. EVOSS system notifies ITMS to prepare the Production Area Map. 2.3.2 If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its non- compliances and requires rectification of the submission within thirty (30) calendar days. 	None	2 Calendar Days	Director, ITMS
4. RE Developer submits thru the EVOSS system the rectified application documents	4.1. EVOSS System notifies Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.		5 Calendar Days	Chief, Concerned REMB Division Director, REMB Director, LS, Director, ITMS
	4.2 Concerned REMB Division consolidates the evaluation results	None	2 Calendar Days	Chief, Concerned REMB Division
	4.2.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the			Chief, Concerned REMB Division Director, REMB,

memorandum for the Secretary thru the REMB Director on the approval of the application. EVOSS system notifies ITMS to prepare the Production Area Map.			Director, ITMS
4.2.2 If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval of its application.			
4.3 Concerned REMB Division endorses the recommendation of award to LS for concurrence	None	2 Calendar Days	
5.4 After LS concurred, Concerned REMB Division endorses the application to the Assistant Secretary and Undersecretary on the recommendation			Chief, Concerned REMB Division Director, LS
5.5 Assistant Secretary acts on the recommendation		2 Calendar Days	Office of the Assistant Secretary
5.5.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence			Chief, Concerned REMB Division

5.5.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			
5.6 Undersecretary acts on the recommendation		2 Calendar Days	Office of the Undersecretary
5.6.1 If concurred, Concerned REMB Division endorses to the Secretary for consideration			
5.6.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			Chief, Concerned REMB Division
5.7 The Secretary acts on the recommendation			Office of the Secretary
5.7.1 If approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC)	None	7 Calendar Days	Chief, Concerned
5.7.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			REMB Division

5.8 Concerned REMB Division thru EVOSS System uploads the signed letter and COCOC and informs the RE Developer to pick-up the said documents.	2 Calendar Days	Chief, Concerned REMB Division
5.9 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.		
Total Number of Days	31 Calendar Days	



Issuance of Endorsement to Purchase/Transfer/Move Explosives

The interagency cooperation between the DOE and PNP for the purchase/transfer/move explosives in line with the government's exploration and development program under the Renewable Energy Act of 2008 (RA 9513).

	ffice or Division:	Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
	assification:	Highly Technical Trans			
	vpe of Transaction:	Government to Busine			
W	ho may avail:	Registered RE Develo			
	CHECKLIST OF F			HERE TO SEC	
	Letter Request of the		P	Provided by appli	cant
2.	Endorsement from L National PNP (Desti	ocal and Regional or nation)	Local an	d Regional or N	ational PNP
3.	Inventory of Blasting	y Magazine			
4.	Contract between B RE Developer	lasting Contractor and	P	rovided by appli	cant
5.	Blasting Scheme/De	esign			
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2.	RE Developer submits thru the EVOSS system the complete set of documentary requirements	 2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the 			Chief, Concerned REMB Division

			,
	Payment within one (1)		
	working day		-
	2.1.1. If the		
	submission is		
	complete,		
	Concerned		
	REMB Division		
	uploads the		
	copy of the		
	Order of		
	Payment.		
	r dymond.		
	EVOSS System		
	notifies the RE		
	Developer thru a		
	system generated		
	email to pay the		
	processing fee within		
	five (5) working days.		-
	2.1.2. If submission is		
	incomplete,		
	Concerned		
	REMB Division		
	thru EVOSS		
	notifies the RE		
	Developer to		
	update the		
	submission		
3. RE Developer	3.1. Concerned REMB		
submits thru the	Division checks		
EVOSS system the	the completeness		
updated application	and consistency		
	of the submission		
	within three (3)		
	working days*		
			Chief,
	* If not acted within 3		Concerned
	working days, EVOSS		REMB Division
	System generates a		
	Deemed Complete		
	Certificate and notify		
	Concerned REMB		
	Division of the		
	issuance of Order of		
	Payment within one (1)		
	working day		
	3.1.1. If the re-		Chief
	submission is		Chief,
	complete, the		Concerned
	Concerned		REMB Division
	Control inter	I	1

Note: Failure to submit the updated documents within thirty (30) Calendar Days upon	REMB Division uploads the copy of the Order of Payment. EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days 3.1.2. If not complete, Concerned REMB Division notifies the Applicant of the		
receipt of notice, application will be deemed abandoned.	incomplete submission*		
 4. RE Developer pays thru the DOE Cashier or other modes of payment Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned 	 4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day 4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1) 4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the 	Application Fee - Php 750.00	Chief, Concerned REMB Division

	payment within		
	two (2) working		
	days.		
 RE Developer rectifies the proof of payment Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned 	 5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day. 5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). 5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification 		Chief, Concerned REMB Division
	5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.	3 Calendar days	Chief, Concerned REMB Division Director, REMB
	Concerned REMB Division conducts technical evaluation.		

	Endorsement Letter.		
	5.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE		
	Developer and LS on the disapproval		
	5.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, LS and RE Developer on the issuance of the Deemed Approved Certificate		
Total Number of Days		11 Calendar Da	ys



GEOTHERMAL ENERGY MANAGEMENT DIVISION (GEMD)

PROCESSES

1. Notice of Intention to Drill (NID)



Notice of Intention to Drill (NID)

Office or Division:	Renewable Energy Management Bureau Geothermal Energy Management Division (REMB-GEMD)			
Classification:	Highly Technical Trans	action		
Type of Transaction:	Government-2-Busine	SS		
Who May Avail:	Geothermal Renewab	le Energy	Developers	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
1. Letter Request from the	Applicant			
2. Drilling Prognosis/ Drillin	g Timeline		D	
3. Drilling Objective, Drilling Summary, Geologic Informa Well Data/Profile		Provided by Applicant		
4. Duly Accomplished NID	Form	EVOSS Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 RE Developer chooses a Geothermal Project from the List in EVOSS associated to the Company 				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirement	 2.1. REMB-GEMD checks the completeness and consistency of the submission within three (3) working days *If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation. 	None		Chief, REMB- GEMD

3. RE Developer submits the updated application	 2.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to START (Day 1) 2.1.2. If submission is incomplete, REMB-GEMD thru EVOSS notifies the Applicant to update the submission 3.1. REMB-GEMD checks the completeness and 		
	consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a	None	
	Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation.		Chief, REMB- GEMD
	3.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to START (Day 1)		
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If not complete, REMB-GEMD notifies the RE Developer of the incomplete submission*		

3.2. REMB-GEMD conducts Technical Evaluation			
 3.2.1. If the application passed the technical evaluation, REMB-GEMD endorses to REMB Director for Approval 3.2.2. If the application failed the technical evaluation, EVOSS notifies the RE 		6 Calendar Days	Chief, REMB- GEMD
Developer of the disqualification of application 3.3. REMB Director	None		
acts on the Application		3 Calendar Days	Director, REMB
 3.3.1. If REMB Director approved the application, REMB-GEMD uploads thru the EVOSS a copy of the Approved Application 3.3.2. If REMB Director disapproved the application, EVOSS notifies the RE Developer of the disapproval 		1 Calendar Day	Chief, REMB- GEMD

Total Number of Days	10 Calendar Days	
	3.3.3. If exceeded the timeframe, EVOSS System notifies REMB- GEMD and RE Developer on the issuance of the Deemed Approved Certificate	



BIOMASS ENERGY MANAGEMENT DIVISION (BEMD)

PROCESSES

- 1. <u>Procedure for Application for Accreditation for the Construction of a Biofuel</u> <u>Producer / Manufacturer Facility</u>
- 2. <u>Procedure for Application for Accreditation for the Commercial Operations</u> of a Biofuel Producer / Manufacturer Facility
- 3. <u>Procedure for Renewal of Accreditation of a Biofuel Producer /</u> <u>Manufacturer</u>
- 4. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer</u> <u>Manufacturer (Change of Production Capacity / Process Flow / Feedstock)</u>
- 5. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer /</u> <u>Manufacturer (Company Name / Ownership)</u>
- 6. <u>Procedure for Application for Registration of a Biofuel Distributor Under RA</u> <u>9367</u>
- 7. <u>Procedure for Renewal of Application for Registration of a Biofuel</u> <u>Distributor under RA 9367</u>
- 8. <u>Procedure for the Application for Registration of a Biofuel</u> <u>Producer/Manufacturer Under RA 9513</u>
- 9. Pre-Application Process for Biomass Operating Contract Application



Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) to proceed with the construction of the facilities pursuant to Chapter III Section 2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

0	ffice or Division:	Renewable Energy Ma Energy Management D	nagement Bureau (REMB) - Biomass Division (BEMD)
С	lassification:	Highly Technical	
T	ype of Transaction:	Government to Busine	SS
Who may avail: in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities			ss / activities
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
1.	Duly accomplished D		Provided by Applicant
2.	Letter of Intent to sup	oly a volume of biofuel	Provided by Applicant
3.		onstrating the and ecological viability and Construction/Work	Provided by Applicant
4.	Completion of DOE's validation/inspection of		DOE-REMB-BEMD
5.			Concerned National Government Agency
6.			Concerned National Commission on Indigenous People (NCIP) Regional Office
7.	Developer's Profile		Provided by Applicant
8.	as specified in Chapte Series of 2008, as ap	olicable	Department of Agriculture (DA)
9.	Sugar Regulatory Adr Philippine Coconut Au Registration, as applic	Ithority (PCA)	 SRA for bioethanol production PCA for biodiesel production

0. Special Forest Land-Use Agreement from Department of Environment and Natural Resources (DENR) if the site is within untenured forest lands, as per existing rules and regulations, as applicable		Departmen Resources		ent and Natural
Land Use Regulatory certification that the la to June 15, 1988, or I	 CARP Exemption based on Housing and Land Use Regulatory Board (HLURB) certification that the land was classified prior to June 15, 1988, or Department of Agrarian Reform (DAR) Land Use Conversion, as 		Department of Agrarian Reform (DAR)	
12. Environmental Compl (ECC) from DENR			nergy Manage jional Office	ement Bureau
13. Local Government Ur and Locational Cleara		Concerned	ILGU	
 Secretary's Certificate Proof of Payment of fi 			y the Applicar y the Applicar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
 Applicant submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email 	 1.1 BEMD checks the completeness and consistency of the submission within three (3) working days. 1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days. 1.1.2 If the submission 			Chief, BEMD

	the incomplete submission.		
 2. Applicant resubmits the updated documentary requirements Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned 	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days. 2.1.1 If the re- submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days. 2.1.2 If the re- submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of		Chief, BEMD
	application due to incomplete submission.		
 Applicant pays thru the DOE Cashier or other modes of payment 	 3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day. 	Applicatio n Fee - Php 9,200.00	Chief, BEMD
Note: If failure to pay within five (5) working days, the Applicant will	3.1.1 If payment is valid, BEMD notifies the Applicant that the		

	I	, , , , , , , , , , , , , , , , , , , ,	
receive notification of	payment has		
deemed abandoned.	been validated.		
	BEMD and LS		
	conducts		
	simultaneous		
	Technical and		
	Legal		
	evaluations		
	(Start of Day 1).		
	3.1.2		
	If payment is not		
	valid, BEMD		
	notifies the		
	Applicant to		
	rectify the		
	payment within		
	two (2) working		
	days.		
4. Applicant rectifies	4.1 If payment is		Chief,
the proof of	rectified, BEMD		BEMD
payment	validates the proof of		DEIVID
payment	payment within one		
Note:	(1) working day.		
If failure to rectify	4.1.1		
within two (2) working	If payment is		
days, the Applicant will	valid, BEMD		
receive notification of	notifies the		
deemed abandoned.	Applicant that the		
deemed abandoned.	payment has		
	been validated.		
	been validated.		
	BEMD and LS		
	conducts		
	simultaneous		
	Technical and		
	Legal evaluations		
	(Start of Day 1).		
	4.1.2		
	If payment is not		
	valid, BEMD		
	notifies the		
	Applicant of the		
	disqualification		
	(End		

	of Process).		
	4.2 Upon complete submission and payment of processing fee, BEMD and LS simultaneously conducts Technical and Legal evaluations.	5 Calendar Days	Director, LS Chief, BEMD
	4.2.1 BEMD consolidates the evaluation results.		
	4.2.2 If technically and legally qualified, BEMD informs Applicant to set the schedule of conduct for on- site validation/inspecti	1 Calendar Day	
	on. 4.2.3 If BEMD and/or LS deferred the submission, BEMD notifies the Applicant to rectify the submission within ten (10) Working Days.		
5. Applicant rectifies the submission <i>Note:</i>	5.1 BEMD and/or LS re-evaluates the Applicant's rectified submission.	3 Calendar Days	Director, LS Chief, BEMD
If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.	5.1.1 BEMD consolidates the re-evaluation results.	1 Calendar Day	

	5.1.2 If qualified, BEMD informs Applicant to set		
	the schedule of conduct for on- site validation/inspect ion.		
	5.1.3 If not technically and legally qualified with the re-evaluation, BEMD notifies the Applicant on the disqualification (End of Process).		
6. Applicant sets and coordinates with BEMD for the on- site validation / inspection	6.1 BEMD confirms schedule of conduct for on-site validation/inspection.		Chief, BEMD
Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.		1 Calendar Day	
	6.2 BEMD conducts on-site validation/inspection.	1 Calendar Day	Chief, BEMD
 7. RE Developer submits the monitoring form and certificate of completion of activity Note: 	7.1 BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant, for	2 Calendar Days	Chief, BEMD

If failure to submit	approval of the		
within ten (10) working days, the RE Developer will receive notification of deemed abandoned.	REMB Director.		
	7.2 REMB Director		Director, REMB
	acts on the Site		Chief
	Validation Report and Recommended		Chief, BEMD
	Issuance of		DEMD
	Certificate of		
	Accreditation (COA)		
	(for Construction) of		
	the Applicant.		
	7.2.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS. 7.2.2 If not approved, REMB Director	2 Calendar Days	
	returns to BEMD for further action.		
	7.3 LS acts on the		Director, LS
	Recommended		
	Issuance of		Chief,
	Certificate of		BEMD
	Accreditation (COA)		
	(for Construction) of the Applicant.	2 Calendar Days	
	7.3.1 If approved, BEMD endorses the Recommended		

Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary. 7.3.2 If not approved, LS returns to		
BEMD for further action. 7.4 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of	 	Assistant Secretary Chief, BEMD
the Applicant. 7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to	2 Calendar Days	
the Undersecretary. 7.4.2 If not approved, Assistant Secretary returns to BEMD for further action.		
7.5 Undersecretary acts on the Recommended Issuance of Certificate of	2 Calendar Days	Undersecretary Chief, BEMD

Accreditation (COA)		
(for Construction) of		
the Applicant.		
7.5.1		
If approved,		
BEMD endorses		
the		
Recommended		
Issuance of		
Certificate of		
Accreditation		
(COA) (for		
Construction) of		
the Applicant to		
 the Secretary.		
7.5.2		
If not approved,		
Undersecretary		
returns to BEMD		
for further action.		
7.6 Secretary acts on		Office of the
the Recommended		Secretary
Issuance of		
Certificate of		Chief,
Accreditation (COA)		BEMD
		DLIND
(for Construction) of		
 the Applicant.		
7.6.1		
If approved,		
BEMD notifies	7 Calendar	
the Applicant of	Days	
the Approved	Dayo	
Certificate of		
Accreditation		
(COA) (for		
Construction).		
7.6.2		
If not approved,		
Secretary returns		
to BEMD for		
further action.		
7.8 BEMD transmits		Chiof
	1 Colondor	Chief,
a copy of the Annex	1 Calendar	BEMD
A (Terms &	Day	
Conditions).		

0 Applicant submits		· · · · · · · · · · · · · · · · · · ·	Chief
8. Applicant submits	8.1 BEMD acts on		Chief,
the duly signed and	the submitted		BEMD
notarized Annex A	document within one		
	(1) working day.		
Note:	8.1.1		
If failure to submit	If acceptable,		
within thirty (30)	BEMD notifies		
working days, the	the Applicant on		
Applicant will receive	the release of		
notification of deemed	the approved		
abandoned.	Certificate of		
	Accreditation	1 Calendar	
	(COA) (for	Day	
	Construction).	Duy	
	8.1.2		
	-		
	If not acceptable BEMD notifies		
	the Applicant of		
	the incomplete		
	submission.		
9. Applicant submits	9.1 BEMD acts on		Chief,
the rectified Annex	the submitted		BEMD
A	rectified document		
	within one (1)		
Note:	working day.		
If failure to submit	9.1.1		
within thirty (30)	If acceptable,		
working days, the	BEMD notifies		
Applicant will receive	the Applicant on		
notification of deemed	the release of		
abandoned.	the approved		
	Certificate of		
	Accreditation		
	(COA) (for		
	Construction).		
	9.1.2		
	If not acceptable,		
	BEMD notifies		
	the Applicant on		
	the		
	disqualification		
	(End of		
	Process).		

10. Applicant picks-up			
the signed			
Certificate of			
Accreditation (COA)			
(for Construction).			
Total Number of Days	31 Calendar Days		



Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) prior to commercial operations as per Chapter III Section 3 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:		Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)				
Classification:	Highly Technical					
Type of Transaction:	Government to Busin	ess				
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Entities intending to e		poration or compa	anies involved in		
Who may avail:	the production of biof					
,	related business / act					
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
1. Duly accomplished DO	DE application form	Provided by	Applicant			
2. Letter of Intent		Provided by	Applicant			
3. Rated production capa year	acity in million liters per	Provided by	Applicant			
validation/inspection o	 Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced 		DOE-REMB-BEMD			
5. Product compliance w National Standards (P		DOE-Energy Research and Testing Laboratory Services				
6. Program of Quality Ma (QMS)		Provided by Applicant				
7. Distribution networks distributors, if any	and authorized	Provided by Applicant				
Philippine Coconu Registration, as ap	Administration (SRA) / t Authority (PCA)	 Concerned LGU SRA for bioethanol production PCA for biodiesel production Department of Environment and Natural Resources (DENR) 				
9. Secretary's Certificate		Provided by	Applicant			
10. Proof of Payment	of filing fees	Provided by	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 Applicant submits the complete set of requirements for the 	1.1 BEMD checks the completeness and consistency of the			Chief, BEMD		

		<u></u>
application thru	submission within three	Chief,
DOE-Records	(3) working days.	RMD
Management	1.1.1	
Division (RMD) or	If the submission is	
REMB Email	complete, BEMD	
	transmits a copy of	
	the Order of	
	Payment and	
	notifies the	
	Applicant thru email	
	to pay the	
	processing fee	
	within five (5)	
	working days.	
	1.1.2	
	If the submission is	
	incomplete, BEMD	
	notifies the	
	Applicant of the	
	incomplete	
	submission.	
2. Applicant re-	2.1 BEMD checks the	
submits the updated	completeness and	
documentary	consistency of the	
	resubmission within	
requirements		
Note:	three (3) working days. 2.1.1	
Failure to submit the	If the re-submission	
updated documents	is complete, BEMD	
within thirty (30)	transmits a copy of	
Calendar Days upon	the Order of	
receipt of notice,	Payment and	
application will be	notifies the	Chief,
deemed abandoned.	Applicant thru email	BEMD
	to pay the	
	processing fee	
	within five (5)	
	working days.	
	2.1.2	
	If the re-submission	
	is incomplete,	
	BEMD notifies the	
	Applicant thru email	
	on the cancellation	
	of application due to	

	incomplete			
	submission.			
 Applicant pays thru the DOE Cashier or other modes of payment 	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		
Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.	3.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).		3 Calendar Days	Chief, BEMD
	Legal Services (LS) conducts Legal evaluation.			
	3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.			
 Applicant rectifies the proof of payment Note: 	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			
If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).			Chief, BEMD
	Legal Services (LS) conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies			

	· · · · ·		ı
	the Applicant of the		
	disqualification (End		
C Applicant submits	of Process).		
5. Applicant submits the rectified	5.1 LS re-evaluates the		
	Applicant's rectified submission.		
documentary requirements	5.1.1		
requirements	If qualified, BEMD		
Note:	informs the		
If failure to rectify within	Applicant to set the		
ten (10) working days,	schedule of conduct		Director, LS
the Applicant will	of on-site	3 Calendar	Birottor, EC
receive notification of	validation/inspection	Days	Chief,
deemed abandoned.	and biofuel product	, .	BEMD
	sampling.		
	5.1.2		
	If not qualified,		
	BEMD notifies the		
	Applicant of the		
	disqualification (End		
	of Process).		
6. Applicant sets and	6.1 BEMD confirms		
coordinates with	schedule of conduct for		
BEMD for the on-	on-site validation/		
site	inspection and biofuel		
validation/inspection	product sampling.		
and biofuel product			
sampling		1 Calendar	Chief,
Note:		Days	BEMD
If failure to			
set/coordinate within			
three (3) working days,			
the Applicant will			
receive notification of			
deemed abandoned.			
	6.2 BEMD conducts on-		
	site validation/	1 Calendar	Chief,
	inspection and biofuel	Day	BEMD
	product sampling.		
7. Applicant submits	7.1 If biofuel product		
the biofuel product	sample is submitted,	1 Calendar	Chief,
sample drawn,	BEMD receives the	Day	BEMD
monitoring form and certificates of	biofuel product sample	-	

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completion of activity and product quality	and endorses to ERTLS for laboratory analysis.		
Note: If failure to submit within ten (10)			
working days, the RE Developer will receive			
notification of deemed abandoned.			
	7.2 ERTLS conducts		
	laboratory analysis of biofuel product sample		ERTLS
	within twelve (12) working days.		
	7.3 ERTLS issues laboratory analysis		
	result to BEMD.		
	BEMD evaluates the results of laboratory		
	analysis.	1 Calendar Day	
	If non-compliant with the		
	PNS, BEMD notifies the Applicant of the		
	disqualification (End of Process).		- Chief,
	7.3.1 If compliant with the		BEMD
	PNS, BEMD prepares Validation		
	Report and Recommendation of		
	Issuance of Certificate of	2 Calendar Days	
	Accreditation (COA)	Days	
	(for Commercial Operations) of the		
	Applicant, for approval of the		
	REMB Director.		

7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. 7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to LS. 7.4.2 If not approved, REMB Director returns to BEMD for	2 Calendar Days	Director, REMB Chief, BEMD
further action. 7.5 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. 7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Assistant Secretary. 7.5.2 If not approved, LS returns to BEMD for further action.	2 Calendar Days	Director, LS Chief, BEMD

acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. 7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.to the Undersecretary. 7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.	2 Calendar Days	Assistant Secretary Chief, BEMD
 7.7 Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. 7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Secretary. 7.7.2 If not approved, Undersecretary 	2 Calendar Days	Undersecretary Chief, BEMD

	returns to BEMD for further action. 7.8 Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. 7.8.1		
	If approved, BEMD notifies the Applicant of the approved Certificate of Accreditation (COA) (for Commercial Operations). 7.8.2 If not approved, Secretary returns to BEMD for further	7 Calendar Days	Office of the Secretary Chief, BEMD
	action. 7.9 BEMD transmits a copy of the Annex A (Terms & Conditions).	1 Calendar Day	Chief, BEMD
 8. Applicant submits the duly signed and notarized Annex A Note: If failure to submit within thirty (30) 	8.1 BEMD acts on the submitted document within one (1) working day. 8.1.1 If acceptable, BEMD notifies the		
working days, the Applicant will receive notification of deemed abandoned.	Applicant on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). 8.1.2 If not acceptable, BEMD notifies the Applicant of the	1 Calendar Day	Chief, BEMD

	incomplete submission.		
9. Applicant submits the rectified Annex A	9.1 BEMD acts on the submitted rectified document within one (1) working day.		Chief, BEMD
Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.	 9.1.1 If acceptable, BEMD notifies the Applicant on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). 9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process). 		
10. Applicant picks-up the signed Certificate of Accreditation (COA)			
(for Commercial Operations). Total Numbe	er of Days	29 Calendar	Days



Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

The Certificate of Accreditation may be renewed every five (5) years pursuant to Chapter III Section 3.1 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

0	ffice or Division:		Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
С	lassification:		Highly Technical			
	ype of Transaction:	<u> </u>	Government to Business			
	/ho may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities				
	CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE	
1.	Duly accomplished DO	DE application form	Provided b	by Applicant		
2.	Letter of Intent to rene Accreditation		Provided b	by Applicant		
3.	Completion of DOE's inspection of the facilit the biofuels produced	on-site validation/ ties and sample-taking of	DOE-REM	IB-BEMD		
4.	Proof of compliance w National Standards (P	• •	DOE-Ener Laboratory	gy Research and T / Services	esting	
5.	 Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year 		Concerned Revenue District Office			
6.	distributors, if any	etworks and authorized	Provided by Applicant			
7.				ned LGU bioethanol produc biodiesel productio		
8.			Provided b	by Applicant		
9.	Proof of Payment of fi	ling fees	Provided b	by Applicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	RE Developer submits the	1.1 BEMD checks the completeness and			Chief, BEMD	
	complete set of requirements for the application thru	consistency of the submission within three (3) working days.			Chief, RMD	

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DOE-Records	1.1.1		
Management	If the submission is		
Division (RMD) or	complete, BEMD		
REMB Email	transmits a copy of		
	the Order of		
	Payment and		
	notifies the		
	Applicant thru email		
	to pay the		
	processing fee		
	within five (5)		
	working days.		
	1.1.2		
	If the submission is		
	incomplete, BEMD		
	notifies the		
	Applicant of the		
	incomplete		
	submission.		
2. RE Developer re-	2.1 BEMD checks the		
submits the updated	completeness and		
documentary	consistency of the		
requirements	resubmission within		
requirements			
Mata	three (3) working days.		-
Note:	2.1.1		
Failure to submit the	If the re-submission		
updated documents	is complete, BEMD		
within thirty (30)	transmits a copy of		
Calendar Days upon	the Order of		
receipt of notice,	Payment and		
application will be	notifies the		
deemed abandoned.	Applicant thru email		Chief,
	to pay the		BEMD
			DLIVID
	processing fee		
	within five (5)		
	working days.		
	2.1.2		
	If the re-submission		
	is incomplete,		
	BEMD notifies the		
	Applicant thru email		
	on the cancellation		
	of application due to		
	incomplete		
	submission.		
3. RE Developer pays	3.1 If payment has been	Applicati	Chief,
thru the DOE	made, BEMD validates	on Fee -	BEMD
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Cashier or other	the proof of payment	Php		
modes of payment	within one (1) working	9,200.00		
	day.			
Note:	3.1.1			
If failure to pay within	If payment is valid,			
five (5) working days,	BEMD notifies the			
the RE Developer will				
	Applicant that the			
receive notification of	payment has been		3 Calendar	
deemed abandoned.	validated (Start of		Days	
	Day 1).		20.90	
	Legal Services (LS)			
	conducts Legal			
	evaluation.			
	3.1.2			
	If payment is not			
	valid, BEMD notifies			
	the Applicant to			
	rectify the payment			
	within two (2)			
	working days.			
4. RE Developer	4.1 If payment is			
rectifies the proof of	rectified, BEMD			
payment	validates the proof of			
	payment within one (1)			
Note:	working day.			
If failure to rectify within	4.1.1			
two (2) working days,				
	If payment is valid,			
the RE Developer will	BEMD notifies the			
receive notification of	Applicant that the			
deemed abandoned.	payment has been			
	validated (Start of			Chief,
	Day 1).			BEMD
	Legal Services (LS)			
	conducts Legal			
	evaluation.			
	4.1.2			
	If payment is not			
	valid, BEMD notifies			
	-			
	the Applicant of the			
	disqualification (End			
	of Process).			
5. RE Developer	5.1 LS re-evaluates the		3 Calendar	Director, LS
submits the rectified	RE Developer's rectified		Days	
	submission.		Days	Chief,

documentary	5.1.1		BEMD
requirements	If qualified, BEMD		22.00
	informs the		
Note:	Applicant to set the		
If failure to rectify within	schedule of conduct		
ten (10) working days,	of on-site		
the RE Developer will receive notification of	validation/inspection		
deemed abandoned.	and biofuel product sampling.		
	5.1.2		
	If not qualified,		
	BEMD notifies the		
	Applicant of the		
	disqualification (End		
	of Process).		
	5.2 Upon receipt of the		
	legally qualified results, BEMD informs Applicant		
	to set the schedule of		Chief,
	conduct for on-site		BEMD
	validation/inspection		
	and biofuel product		
	sampling.		
6. RE Developer sets and coordinates	6.1 BEMD confirms schedule of conduct for		
with BEMD for the	on-site validation/		
on-site	inspection and biofuel	1 Calendar Day	
validation/inspection	product sampling.		
and biofuel product			
sampling			Chief,
N la (a.			BEMD
Note: If failure to			
set/coordinate within			
three (3) working days,			
the Applicant will			
receive notification of			
deemed abandoned.			
	6.2 BEMD conducts on-		Chief
	site validation/	1 Calendar Day	Chief, BEMD
	inspection and biofuel product sampling.		DEIVID
7. RE Developer	7.1 If biofuel product		
submits the biofuel	sample is submitted,		Chief
product sample	BEMD receives the	1 Calendar Day	Chief, BEMD
drawn, monitoring	biofuel product sample		
form and certificates			

			[_]
of completion of	and endorses to ERTLS		
activity and product	for laboratory analysis.		
quality			
Noto			
Note: If failure to submit			
within ten (10) working days, the RE			
Developer will receive			
notification of deemed			
abandoned.			
	7.2 ERTLS conducts		
	laboratory analysis of		
	biofuel product sample		ERTLS
	within twelve (12)		ERTEO
	working days.		
	7.3 ERTLS issues		
	laboratory analysis		
	result to BEMD.		
	BEMD evaluates the		
	results of laboratory		
	analysis.	1 Calendar Day	
	If non-compliant with the		
	PNS, BEMD notifies the		
	Applicant of the		
	disqualification (End of		
	Process).		Chief,
	7.3.1		BEMD
	If compliant with the		
	PNS, BEMD		
	prepares Validation		
	Report and Recommendation of		
	Issuance of	2 Calendar	
	Certificate of	Days	
	Accreditation (COA)		
	(Renewal) of the RE		
	Developer, for		
	approval of the		
	REMB Director.		
	7.4 BEMD acts on the		
	Validation Report and		Director, REMB
	Recommended	2 Calendar	_
	Issuance of Certificate	Days	Chief,
	of Accreditation (COA)		BEMD
	, <i>,</i>		

(Renewal) of the RE Developer.		
7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS. 7.4.2 If not approved, REMB Director returns to BEMD for		
Tetums to BEIND forfurther action.7.5 LS acts on theRecommendedIssuance of Certificateof Accreditation (COA)(Renewal) of the REDeveloper.7.5.1		
If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.	2 Calendar Days	Director, LS Chief, BEMD
7.5.2 If not approved, LS returns to BEMD for further action.		
7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.	2 Calendar Days	Assistant Secretary Chief, BEMD

7.6.1 If approved, BEMD endorses the Recommended Issuance of		
Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.		
7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.		
7.7 Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.		
7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.	2 Calendar Days	Undersecretary Chief, BEMD
7.7.2 If not approved, Undersecretary returns to BEMD for further action.		
7.8 Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.	7 Calendar Days	
7.8.1 If approved, BEMD notifies the RE Developer of the approved Certificate		Chief, BEMD

	of A corrections		
	of Accreditation		
	(COA) (Renewal).		
	7.8.2		
	If disapproved,		
	Secretary returns to BEMD for further		
	action.		
	7.9 BEMD transmits a		
		1 Colondar Day	Chief,
	copy of the Annex A	1 Calendar Day	BEMD
	(Terms & Conditions).		
8. RE Developer	8.1 BEMD acts on the		
submits the duly	submitted document		
signed and notarized Annex A	within one (1) working		
holanzed Annex A	day. 8.1.1		
Note:	•••••		
	If acceptable, BEMD		
If failure to submit	notifies the RE		
within thirty (30)	Developer on the release of the		Chief
working days, the RE Developer will receive			Chief, BEMD
notification of deemed	Approved Certificate of Accreditation		BEIND
abandoned.		1 Calendar Day	
abanuoneu.	(COA) (Renewal). 8.1.2		
	lf not acceptable,		
	BEMD notifies the		
	Applicant of the		
	incomplete		
	submission.		
9. RE Developer	9.1 BEMD acts on the		
submits the rectified	submitted rectified		
Annex A	document within one (1)		
	working day.		
Note:	9.1.1		
If failure to submit	If acceptable,		
within thirty (30)	BEMD notifies the		
working days, the RE	RE Developer on		
Developer will receive	the release of the		
notification of deemed	Approved		Chief,
abandoned.	Certificate of		BEMD
	Accreditation (COA)		
	(Renewal).		
	9.1.2		
	If not acceptable,		
	BEMD notifies the		
	Applicant on the		
	disqualification (End		
	of Process).		
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10.RE Developer picks-up the signed			
Certificate of			
Accreditation (COA)			
(Renewal).			
Total Numbe	er of Days	29 Calendar	Days



Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Change of Production Capacity/Process Flow/Feedstock)

The Certificate of Accreditation may be amended (*increase or decrease of production capacity; change in the process flow technology or feedstock to be used for the biofuel production; and change in the ownership of the biofuel production project*) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

	fice or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
CI	assification:	Highly Technical			
Ту	pe of Transaction:	Government to Business			
W	ho may avail:	A duly accredited biofuel producer engage (bioethanol/biodiesel) and other industry in			
	CHECKL	IST OF REQUIREMENTS	WHERE TO SECURE		
1.	Duly accomplished D	OE application form	Provided by Applicant		
2.	Letter of Intent specificate of Accredit	ying the kind of amendment on the ation	Provided by Applicant		
3.		on-site validation/inspection of the taking of the biofuels produced	DOE-REMB-BEMD		
4.		vith the Philippine National Standards	DOE- Energy Research and Testing Laboratory Services		
5.	Bureau of Internal Re immediately precedin	venue (BIR) tax clearance for the g year	Concerned Revenue District Office		
6.	Updated distribution r if any	networks and authorized distributors,	Provided by Applicant		
7.	Updated local govern	ment licenses and permits	Concerned LGU		
8.	Corresponding mater computations (if incre capacity)	ial and energy balance diagram and ease of capacity due to optimization of	Provided by the Applicant		
9.	(SRA) or Philippine C	ded Sugar Regulatory Administration Coconut Authority (PCA) Registration, as in capacity and feedstock)	SRA for bioethanol productionPCA for biodiesel production		
10.	Technical Study (if ch	nange in the process flow technology)	Provided by the Applicant		
11.	Secretary's Certificat	e	Provided by the Applicant		
12.	Proof of Payment of	filing fees	Provided by the Applicant		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 RE Developer submits the complete set of requirements for the application thru 	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			
DOE-Records Management Division (RMD) or REMB Email	1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.			Chief, BEMD Chief, RMD
	1.1.2 If the submission is incomplete, BEMD notifies the RE Developer of the incomplete submission.			
2. RE Developer re- submits the updated documentary requirements.	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.			Chief, BEMD
	2.1.2 If the re-submission is incomplete, BEMD thru EVOSS notifies the RE Developer			

	thru email on the cancellation of application due to			
	incomplete submission.			
3. RE Developer pays thru the DOE Cashier or other modes of payment within five (5)	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		
working days	3.1.1 If payment is valid,			
Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.	BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).		3 Calendar Days	Chief, BEMD
	Legal Services (LS) conducts Legal evaluation.			
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
 RE Developer rectifies the proof of payment 	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			
Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.	4.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).			Chief, BEMD
	Legal Services (LS) conducts Legal evaluation.			
	4.1.2 If payment is not valid,			

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	BEMD notifies the		
	RE Developers of		
	the disqualification		
	(End of Process).		
5. RE Developer	5.1 LS re-evaluates the		
submits the rectified	RE Developers' rectified		
documentary	submission.		
requirements	5.1.1		
requirements	_		
	If qualified, BEMD		
Note:	informs the RE		
If failure to rectify within	Developers to set the		
ten (10) working days,	schedule of conduct		Director, LS
the RE Developer will	of on-site	3 Calendar	
receive notification of	validation/inspection	Days	Chief,
deemed abandoned.	and biofuel product	,	BEMD
	sampling.		
	5.1.2		
	If not qualified, BEMD		
	notifies the RE		
	Developer of the		
	disqualification (End		
	of Process).		
	5.2 Upon receipt of the		
	legally qualified results,		
	BEMD informs RE		
	Developer to set the		Chief,
	schedule of conduct for		BEMD
			DEIVID
	on-site		
	validation/inspection and		
	biofuel product sampling.		
6. RE Developer sets	6.1 BEMD confirms		
and coordinates	schedule of conduct for		
with Concerned	on-site validation/		
REMB Division for	inspection and biofuel		
the on-site	product sampling.		
	product sampling.		
validation/inspection			
and biofuel product			
sampling		1 Calendar	Chief,
		Day	BEMD
Note:			
If failure to			
set/coordinate within			
three (3) working days,			
the RE Developer will			
receive notification of			
deemed abandoned.			
	1		

	6.2 BEMD conducts on- site validation/ inspection and biofuel product sampling.	1 Calendar Day	Chief, BEMD
 7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned. 	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 Calendar Day	Chief, BEMD
	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.		ERTLS
	 7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process). 	1 Calendar Day	
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of	2 Calendar Days	Chief, BEMD

Certificate of Accreditation (COA) of the RE Developer,		
for approval of the REMB Director.		
7.4 REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		
7.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.	2 Calendar Days	Director, REMB Chief, BEMD
7.4.2 If not approved, REMB Director returns to BEMD for further action.		
7.5 LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		
7.5.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 Calendar Days	Director, LS Chief, BEMD

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7.5.2			
If not approved, LS			
returns to BEMD for			
 further action.			
7.6 Assistant Secretary			
acts on the			
Recommended Issuance			
of Amendment of			
Certificate of			
Accreditation (COA) of			
the RE Developer.			
7.6.1			
If approved, BEMD			A
endorses the			Assistant
Recommended			Secretary
Issuance of			
Amendment of		_	Chief,
Certificate of		2 Calendar	BEMD
Accreditation (COA)		Days	
of the RE Developer			
to the			
Undersecretary.			
7.6.2			
If not approved,			
Assistant Secretary			
returns to BEMD for			
further action.			
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7.7 Undersecretary acts on the Recommended			
Issuance of Amendment			
of Certificate of			
Accreditation (COA) of			
 the RE Developer.			
7.7.1			Undersecretary
If approved, BEMD		2 Calendar	
endorses the		Days	Chief,
Recommended			BEMD
Issuance of			
Amendment of			
Certificate of			
Accreditation (COA)			
of the RE Developer			
to the Secretary.			
to the Secretary.	<u> </u>		

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	7.7.2			
	If not approved, Undersecretary			
	returns to BEMD for			
	further action.			
	7.8 Secretary acts on the			
	Recommended Issuance			
	of Amendment of			Office of the
	Certificate of			Secretary
	Accreditation (COA) of			
	the RE Developer.			Chief,
	7.8.1			BEMD
	If approved, BEMD			
	notifies the RE		7 Calendar	
	Developer of the			
	approved		Days	
	Amendment of			
	Certificate of			
	Accreditation (COA).			
	7.8.2			
	If not approved,			
	Secretary returns to			
	BEMD for further			
	action.			
	7.9 BEMD transmits a		_	
	copy of the Annex A		1 Calendar	Chief,
	(Terms & Conditions).		Day	BEMD
8. Applicant submits	8.1 BEMD acts on the			
the duly signed and	submitted document			
notarized Annex A	within one (1) working			
Hotalized Annex A	day.			
Note:	8.1.1			
If failure to submit	If acceptable, BEMD			
	notifies the RE			
within thirty (30)				
working days, the RE	Developer on the			
Developer will receive	release of the			Chief,
notification of deemed	Approved			BEMD
abandoned.	Amendment of		1 Calendar	
	Certificate of		Day	
	Accreditation (COA).		,	
	8.1.2			
	If not acceptable			
	BEMD notifies the			
	RE Developer of the			
	•			
	incomplete submission.			

9. RE Developer submits the rectified Annex A	9.1 BEMD acts on the submitted rectified document within one (1) working day.		Chief, BEMD
Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.	9.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		
	9.1.2 If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		
10. RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA).			
Total Num	ber of Days	29 Calendar D	ays



Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Company Name/Ownership)

The Certificate of Accreditation may be amended (*change in the company name and/or ownership of the biofuel production project*) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

O	Office or Division: Renewable Energy Management Bureau - Biomass Energy Management Bureau - Biomass Energy Management Bureau - Biomass Energy Management			
C	Classification: Highly Technical			
Т	pe of Transaction:	Government to Business		
W	ho may avail:		producer engaged in the production of biofuels	
•••	•		other industry related business / activities	
	CHECKLIST OF		WHERE TO SECURE	
1.	Duly accomplished DC		Provided by Applicant	
2.	Letter of Intent specifyi amendment on the Ce	ng the kind of rtificate of Accreditation	Provided by Applicant	
3.	Bureau of Internal Rev for the immediately pre	enue (BIR) tax clearance	Concerned Revenue District Office	
4.	Updated distribution ne distributors, if any	etworks and authorized	Provided by Applicant	
5.	 Certified true copy Registration with th Exchange Commiss Business Permit 	ne Securities and sion (SEC) Administration (SRA) or Authority (PCA) blicable Revenue (BIR)	Concerned LGU/ National Government Agency	
6.	Deed of Assignment/A Document which uneq agreement of the partie ownership of the facilit	uivocally shows the es thereat on the y	Provided by Applicant	
7.	Updated General Infor	mation Sheet (GIS)	Provided by Applicant	
8.	Secretary's Certificate		Provided by Applicant	
9.	Proof of Payment of fili	ng fees	Provided by Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer submits the complete set of requirements for the application thru DOE-Records Management	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			
Division (RMD) or REMB Email	1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer			Chief, BEMD
	thru email to pay the processing fee within five (5) working days. 1.1.2			Chief, RMD
	If the submission is incomplete, BEMD notifies the RE Developer of the			
	incomplete submission.			
2. RE Developer re- submits the updated documentary requirements	2.1 BEMD checks the completeness and consistency of the resubmission within			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	three (3) working days. 2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the			Chief, BEMD
	processing fee within five (5) working days.			

	2.1.2 If the re-submission is incomplete, BEMD notifies the RE Developer on the cancellation of application due to incomplete submission			
 RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days 	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Applicati on Fee - Php 4,350.0 0		
Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1). Legal Services (LS) conducts Legal		5 Calendar Days	Chief, BEMD
	evaluation. 3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
 4. RE Developer rectifies the proof of payment. Note: If failure to rectify within 	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day. 4.1.1			
two (2) working days, the RE Developer will receive notification of deemed abandoned.	If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).			Chief, BEMD

	Legal Services (LS) conducts Legal		
	evaluation. 4.1.2 If payment is not valid, BEMD notifies		
5 DE Dauslander	the RE Developers of the disqualification (End of Process).		
5. RE Developer submits the rectified documentary	5.1 LS re-evaluates the RE Developers' rectified submission.	3 Calendar Days	
requirements Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.	5.1.1 If qualified, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	2 Calendar Days	Director, LS Chief, BEMD
	5.1.2 If not qualified, BEMD notifies the RE Developers of the disqualification (End of Process).		
	5.2 REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. 5.2.1 If approved, BEMD	2 Calendar Days	Director, REMB Chief, BEMD
	endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA)		DEWID

of the RE Developer to LS.		
5.2.2 If not approved, REMB Director returns to BEMD for further action.		
5.3 LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		
5.3.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 Calendar Days	Director, LS Chief, BEMD
5.3.2 If not approved, LS returns to BEMD for further action.		
5.4 Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		Assistant Secretary
5.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer	2 Calendar Days	Chief, BEMD

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ary
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	BEMD for further action.		
	5.7 BEMD transmits a copy of the Annex A (Terms & Conditions).	1 Calendar Day	Chief, BEMD
6. RE Developer submits the duly signed and notarized Annex A	6.1 BEMD acts on the submitted document within one (1) working day.		
Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.	6.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).	1 Calendar Day	Chief, BEMD
	6.1.2 If not acceptable BEMD notifies the RE Developer of the incomplete submission.		
7. RE Developer submits the rectified Annex A	7.1 BEMD acts on the submitted rectified document within one (1) working day.		
Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.	7.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		Chief, BEMD
	7.1.2 If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		

8. RE Developer	
picks-up the signed	
Amendment of	
Certificate of	
Accreditation	
(COA).	
Total Number of Days	27 Calendar Days



Procedure for Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Of	ffice or Division:	Renewable Energy Mana Division (BEMD)	agement Bure	au - Biomass Ene	ergy Management
CI	assification:	Highly Technical			
Ту	pe of Transaction:	Government to Business	i		
W	ho may avail:		ation or companie liesel) and other i		
	CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1.	Duly accomplished Do	DE application form	Provided by	Applicant	
2.	Letter of Intent		Provided by	Applicant	
3.		Registration with the age Commission (SEC) t of Trade and Industry	C) Concerned I GLI/ National Government Agency		
4.	Business and Mayor's	Permit	Concerned I	LGU	
5.		Notarized Agreement) by an ducer as its duly authorized ar biofuel product	ment) by an y authorized Concerned Accredited Biofuel Producer		
6.	Completion of DOE's		alidation/		
7.	•	ith the Philippine National	DOE- Energ	y Research and T Services	esting
8.	Registration certificate clearances as may be government entities	es, certifications and other required by other	Concerned I	_GU/ National Go	vernment Agency
9.	Secretary's Certificate	9	Provided by	Applicant	
	Proof of Payment of fi		Provided by		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applicant submits the complete set of requirements for	1.1 BEMD checks the completeness and consistency of the			Chief, BEMD
	the application thru DOE-Records Management	submission within three (3) working days.			Chief, RMD

Division (DMD)	1 1 1		
Division (RMD) or	1.1.1		
REMB Email	If the submission is		
	complete, BEMD		
	transmits a copy of the		
	Order of Payment and		
	notifies the Applicant		
	thru email to pay the		
	processing fee within		
	five (5) working days.		
	1.1.2		
	If the submission is		
	incomplete, BEMD		
	notifies the Applicant of		
	the incomplete		
	submission.		
2. Applicant re-	2.1 BEMD checks the		
submits the	completeness and		
updated	consistency of the		
documentary	resubmission within three		
requirements	(3) working days.		
requirements	2.1.1		
Note:			
	If the re-submission is		
Failure to submit the	complete, BEMD		
updated documents	transmits a copy of the		
within thirty (30)	Order of Payment and		
Calendar Days upon	notifies the Applicant		Chief,
receipt of notice,	thru email to pay the		BEMD
application will be	processing fee within		DEIVID
deemed abandoned.	five (5) working days.		
	2.1.2		
	If the re-submission is		
	incomplete, BEMD		
	notifies the Applicant		
	thru email on the		
	cancellation of		
	application due to		
	incomplete		
	submission.		
3. Applicant pays thru	3.1 If payment has been	Application	
the DOE Cashier or	made, BEMD validates the	Fee -	
other modes of	proof of payment within	Php	
payment	one (1) working day.	9,200.00	Object
	3.1.1		Chief,
Note:	If payment is valid,		BEMD
If failure to pay within	BEMD notifies the RE		
five (5) working days,			
	Developer that the		
the Applicant will	payment has been		

receive notification of	validated (Start of Day			
deemed abandoned.	1).			
	,			
	LS conducts legal			
	evaluation.	-		
	3.1.2			
	If payment is not valid,			
	BEMD notifies the RE			
	Developer to rectify the			
	payment within two (2)			
4. Applicant rectifies	working days. 4.1 If payment is rectified,			
the proof of	BEMD validates the proof			
payment	of payment within one (1)			
payment	working day.			
Note:	4.1.1			
If failure to rectify	If payment is valid,			
within two (2) working	BEMD notifies the			
days, the Applicant will	Applicant that the			
receive notification of	payment has been			
deemed abandoned.	validated (Start of Day			Chief,
	1).			BEMD
	LS conducts Legal evaluation.			
	4.1.2			
	If payment is not valid,			
	BEMD notifies the			
	Applicant of the			
	disqualification (End of			
	Process).			
	4.2 Upon complete			
	submission and payment			
	of processing fee, LS			
	conducts Legal evaluation.			
	4.2.1			Director, LS
	If legally qualified, BEMD informs RE		3 Calendar	
	Developer to set the		Days	Chief,
	schedule of conduct for			BEMD
	on-site			
	validation/inspection			
	and biofuel product			
	sampling			
	4.2.2			
	If LS deferred the			
	submission, BEMD			
	notifies the RE			

			1
	Developer to rectify the		
	submission within ten		
	(10) Working Days.		
5. Applicant submits	5.1 LS re-evaluates the		
the rectified	Applicant's rectified		Director, LS
documentary	submission.		
requirements	5.1.1		
	If qualified, BEMD		
Note:	informs RE Developer		
If failure to rectify	to set the schedule of		
within ten (10) working	conduct for on-site		
days, the Applicant will	validation/inspection of	3 Calendar	
receive notification of	the facility and virtual	Days	Chief,
deemed abandoned.	biofuel product		BEMD
	sampling.		
	5.1.2		
	If not qualified, BEMD		
	notifies the RE		
	Developer on the		
	disqualification (End of		
	Process).		
6. Applicant sets and	6.1 BEMD confirms		
coordinate with	schedule of on-site		
BEMD for the	validation / inspection of		
schedules of on-	the facility and virtual		
site validation /	biofuel product sampling.		
inspection of the facility and virtual			
biofuel product			
•		1 Calendar	Chief
sampling			Chief, BEMD
Note:		Day	
If failure to			
set/coordinate within			
three (3) working			
days, the Applicant			
will receive notification			
of deemed			
abandoned.			
	6.2 BEMD conducts		
	on-site validation/		
	inspection and virtual	1 Calendar	Chief,
	biofuel product	Day	BEMD
	sampling.		

 7. Applicant submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality Note: If failure to submit within ten (10) working days, the Applicant will receive notification of deemed abandoned. 	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 Calendar Day	Chief, BEMD
	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.		ERTLS
	 7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process). 	1 Calendar Day	
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.	2 Calendar Days	Chief, BEMD

7.4 REMB Director acts the Validation Report an Recommended Issuance Certificate of Registratio (COR) as Biofuel Distributor of the Applica7.4.1 If approved, BEMD endorses Recommended Issuance of Certifica of Registration (COF as Biofuel Distributo of the Applicant to L7.4.2 If not approved, returns to BEMD for	d e of n 	ar
returns to BEIND for further action. 7.5 LS acts on the Recommended Issuance Certificate of Registratio (COR) as Biofuel Distributor of the Applica 7.5.1 If approved, BEMD endorses the Recommended Issuance of Certifica of Registration (COF as Biofuel Distributo of the Applicant to th Assistant Secretary. 7.5.2	e of n int. Ate R) 2 Calenda Days	Director, LS ar Chief, BEMD
 7.5.2 If not approved, returns to BEMD for further action. 7.6 Assistant Secretary acts on the Recommend Issuance of Certificate o Registration (COR) as Biofuel Distributor of the Applicant. 	ed f 2 Calenda Days	ar Assistant Secretary Chief, BEMD

F			1
	 7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Undersecretary. 7.6.2 If not approved, returns to BEMD for further action. 		
	 7.7 Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant. 7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Secretary. 7.7.2 If not approved, returns to BEMD for further action. 	2 Calendar Days	Undersecretary Chief, BEMD
	7.8 Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant. 7.8.1 If approved, BEMD notifies the Applicant of the approved Certificate of Registration (COR) as Biofuel Distributor. 7.8.2 If disapproved, returns to BEMD for further action.	7 Calendar Days	Office of the Secretary Chief, BEMD

	7.9 BEMD transmits the		
	copy of the Annex A	1 Calendar	Chief,
	(Terms & Conditions)	Day	BEMD
8. Applicant submits	8.1 BEMD acts on the		
the duly signed and	submitted document within		
notarized Annex A	one (1) working day.		
	8.1.1		
Note:	If acceptable, BEMD		
If failure to submit	notifies the Applicant		
within thirty (30)	on the release of the		
working days, the	approved Certificate of		Chief,
Applicant will receive	Registration (COR) as		BEMD
notification of deemed	Biofuel Distributor.	1 Calendar	
abandoned.	8.1.2	Day	
	If not acceptable,		
	BEMD notifies the		
	Applicant of the		
	incomplete		
	submission.		
9. Applicant submits	9.1 BEMD acts on the		
the rectified Annex	uploaded rectified		
A	document within one (1)		
	working day.		
Note:	9.1.1		
If failure to upload	If acceptable, BEMD		
within thirty (30)	notifies the Applicant		
working days, the	on the release of the		
Applicant will receive	approved Certificate of		Chief,
notification of deemed	Registration (COR) as		BEMD
abandoned.	Biofuel Distributor.		
	9.1.2		
	If not acceptable,		
	BEMD notifies the		
	Applicant on the		
	disqualification (End of		
10. Applicant picks-up	Process).		
the signed			
Certificate of			
Registration (COR)			
as Biofuel			
Distributor.			
Total Num	ber of Days	30 Calendar I	Days



Procedure for Renewal of Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Of	fice or Division:	Renewable Energy Manage Division (BEMD)	ement Bure	eau - Biomass Ene	ergy Management
CI	assification:	Highly Technical			
Ту	vpe of Transaction:	Government to Business			
W			sh a corporation or companies involved in the ethanol/biodiesel) and other industry related		
	CHECKLIST (OF REQUIREMENTS		WHERE TO SE	CURE
1.	Duly accomplished D	OE application form	Provided	by Applicant	
2.	Letter of Intent		Provided	by Applicant	
3.		Registration with the Securities ission (SEC) and/or the and Industry (DTI)	Concerne Agency	ed LGU/ National	Government
4.	Business and Mayor's	s Permit	Concerne	ed LGU	
5.		Notarized Agreement) by an oducer as its duly authorized ar biofuel product	Concerned Accredited Biofuel Producer		
6.	•	on-site validation/ inspection of ple-taking of the biofuels	DOE-REMB-BEMD		
7.	Proof of compliance v Standards (PNS)	vith the Philippine National	DOE- Energy Research and Testing Laboratory Services		
8.	•	es, certifications and other e required by other government	Concerned I GU/ National Government		Government
9.	Secretary's Certificat	e	Provided	by Applicant	
10.	Proof of Payment of f	ling fees	Provided by Applicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES To be Paid	PROCESSING TIME	PERSON RESPONSIBLE
1.	RE Developer submits the	1.1 BEMD checks the completeness and			Chief, BEMD
	complete set of requirements for the application thru	consistency of the submission within three (3) working days.*			Chief, RMD

	4 4 4		1
DOE-Records	1.1.1		
Management	If the submission is		
Division (RMD) or	complete, BEMD transmits		
REMB Email	a copy of the Order of		
	Payment and notifies the		
	Applicant thru email to pay		
	the processing fee within		
	five (5) working days.		
	1.1.2		
	If the submission is		
	incomplete, BEMD notifies		
	the Applicant of the		
	incomplete submission.		
2. RE Developer re-	2.1 BEMD checks the		
submits the	completeness and		
updated	consistency of the		
documentary	resubmission within three (3)		
requirements	working days.		
	2.1.1		
Note:	If the re-submission is		
Failure to submit the	complete, BEMD		
updated documents	transmits a copy of the		
within thirty (30)	Order of Payment and		
Calendar Days upon	notifies the RE		
receipt of notice,	Developer thru email to		Chief,
application will be	pay the processing fee		BEMD
deemed abandoned	within five (5) working		
	days.		
	2.1.2		
	If the re-submission is		
	incomplete, BEMD		
	notifies the RE Developer		
	thru email on the		
	cancellation of application		
	due to incomplete		
	submission.		
3. RE Developer pays	3.1 If payment has been	Applicati	
thru the DOE	made, BEMD validates the	on Fee -	
Cashier or other	proof of payment within one	Php 9,200.00	
modes of payment	(1) working day.	9,200.00	
	3.1.1		Chief,
Note:	If payment is valid, BEMD		BEMD
If failure to pay within	notifies the RE Developer		
five (5) working days,	that the payment has		
the Applicant will	been validated (Start of		
	Day 1).		

receive notification of			
deemed abandoned.	LS conducts legal		
	evaluation.		
	3.1.2		
	If payment is not valid,		
	BEMD notifies the RE		
	Developer to rectify the		
	payment within two (2)		
	working days.		
4. RE Developer	4.1 If payment is rectified,		
rectifies the proof of	BEMD validates the proof of		
payment	payment within one (1)		
Matai	working day.		
Note: If failure to rectify	4.1.1 If payment is valid, BEMD		
within two (2) working	notifies the RE Developer		
days, the RE	that the payment has		
Developer will receive	been validated (Start of		
notification of deemed	Day 1).		Chief,
abandoned.	5 /		BEMD
	LS conducts Legal		
	evaluation.		
	4.1.2		
	If payment is not valid,		
	BEMD notifies the RE		
	Developer of the disqualification (End of		
	Process).		
	4.2 Upon complete		
	submission and payment of		
	processing fee, LS conducts		Director, LS
	Legal evaluation.		
	4.2.1		
	If legally qualified, BEMD	3 Calendar	
	informs RE Developer to	Days	
	set the schedule of		
	conduct for on-site		
	validation/inspection and biofuel virtual product		Chief,
	sampling		BEMD
	4.2.2		
	If LS deferred the		
	submission, BEMD		
	notifies the RE Developer		
	to rectify the submission		

	within ten (10) Working		
	Days.		
	,		
5. RE Developer submits the rectified	5.1 LS re-evaluates the RE Developer's rectified submission.		Director, LS
documentary requirements <i>Note:</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	 5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling. 5.1.2 If not legally qualified with the re-evaluation, BEMD notifies the RE Developer on the disqualification (End of Process). 	3 Calend Days	dar Chief, BEMD
 6. RE Developer sets and coordinates with BEMD for the schedules of on- site validation / inspection of the facility and virtual biofuel product sampling Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned. 	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 Calend Day	dar Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 Caleno Day	dar Chief, BEMD

7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 Calendar Day	Chief, BEMD
Note: If failure to submit within ten (10) working days, the Applicant will receive notification of deemed abandoned.			
	7.2 ERTLS conducts		
	laboratory analysis of biofuel product sample within twelve		ERTLS
	(12) working days.		
	7.3 ERTLS issues laboratory		
	analysis result to BEMD. BEMD evaluates the results		
	of laboratory analysis.	1 Calendar	
	If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	Day	Chief,
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 Calendar Days	BEMD

 7.4 REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant. 7.4.1 If approved, BEMD endorses Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to LS. 7.4.2 If not approved, returns to BEMD for further action. 	2 Calendar Days	Director, REMB Chief, BEMD
 7.5 LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant. 7.5.1 If approved, BEMD endorses the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Assistant Secretary. 7.5.2 If not approved, returns to BEMD for further 	2 Calendar Days	Director, LS Chief, BEMD
action. 7.6 Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 Calendar Days	Assistant Secretary Chief, BEMD

7.6.1If approved, BEMDendorses theRecommended Issuanceof Renewal of Certificateof Registration (COR) asBiofuel Distributor of theApplicant to theUndersecretary.7.6.2If not approved, returnsto BEMD for furtheraction.		
7.7 Undersecretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.7.7.1 If approved, BEMD endorses the Recommended Issuance of Renewal of Certificate of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Secretary.7.7.2 If not approved, returns to BEMD for further action.	2 Cale Day	lendar ays Chief, BEMD
7.8 Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant. 7.8.1 If approved, BEMD notifies the Applicant of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor. 7.8.2 If disapproved, returns to BEMD for further action.	7 Cale Day	lendar ays Chief, BEMD

	7.9 BEMD transmits the copy of the Annex A (Terms &	1 Calendar	Chief,
	Conditions)	Day	BEMD
8. RE Developer	8.1 BEMD acts on the		
uploads the duly	submitted document within		
signed and notarized Annex A	one (1) working day. 8.1.1		
notalized Annex A	If acceptable, BEMD		
Note:	notifies the Applicant on		
If failure to submit	the release of the		
within thirty (30)	approved Renewal of		Chief,
working days, the	Certificate of Registration	1 Calendar	BEMD
Applicant will receive notification of deemed	(COR) as Biofuel Distributor.	Day	
abandoned.	8.1.2		
	If not acceptable BEMD		
	notifies the Applicant of		
	the incomplete		
9. RE Developer	submission. 9.1 BEMD acts on the		
submits the duly	uploaded rectified document		
signed and	within one (1) working day.		
notarized Annex A	9.1.1		
Mater	If acceptable, BEMD		
Note: If failure to upload	notifies the Applicant on the release of the		
within thirty (30)	approved Renewal of		Chief
working days, the	Certificate of Registration		Chief, BEMD
Applicant will receive	(COR) as Biofuel		BEIND
notification of deemed	Distributor.		
abandoned.	9.1.2		
	If not acceptable, BEMD		
	notifies the Applicant on the disqualification (End		
	of Process).		
10. RE Developer	· · · · · · · · · · · · · · · · · · ·		
picks-up the signed			
Certificate of			
Registration (COR)			
as Biofuel			
Distributor.	ber of Days	30 Calendar I	Jave
	Der of Days	SU Calendar L	Jays



Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513

An accredited Biofuel Producer shall secure Certificate of Registration under R.A. No. 9513 also known as the "Renewable Energy Act of 2008" pursuant to Section 7 of Republic Act (R.A.) No. 9367 otherwise known as "The Biofuels Act of 2006" and Rule 4 of its Implementing Rules and Regulations and Chapter III Section 7 of Department Circular No. DC2019-10-0013 or the "Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers."

0	Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
С	lassification:	Highly Technical			
	ype of Transaction:	Government to Business			
Ν	Vho may avail:	An accredited biofuel produce	er intending to b	pe registered as a	n RE Developer
		F REQUIREMENTS	MENTS WHERE TO SECURE		
1.	Letter of Intent		Provided by A		
2.	Duly accomplished D		Provided by D	DOE-REMB-BEMI)
3.	Bureau of Internal Re the immediately prece	venue (BIR) tax clearance for eding year	Concerned R	evenue District O	ffice
4.	Updated distribution r distributors, if any	networks and authorized	Provided by A	Applicant	
6. 7.	 Business Permit Sugar Regulatory Philippine Coconu Registration, as a Proof of compliance w Standards (PNS) Proof of Payment of fil 	pplicable ith the Philippine National	 Concerned LGU SRA for bioethanol production PCA for biodiesel production DOE- Energy Research and Testing Laboratory Services Provided by Applicant 		
0.		mple-taking of the biofuels	- DOE-REMB	B-BEMD	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	. RE Developer submits the complete set of requirements for the application thru DOE-Records Management	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days. 1.1.1 If the submission is complete, BEMD			Chief, BEMD

		1	1	
Division (RMD) or	transmits a copy of the			
REMB Email	Order of Payment and			
	notifies the Applicant			
	thru email to pay the			
	processing fee within			
	five (5) working days.			
	1.1.2			
	If the submission is			
	incomplete, BEMD			
	notifies the Applicant of			
	the incomplete			
	submission.			
2. RE Developer re-				Chief,
submits the	2.1 BEMD checks the			BEMD
updated	completeness and			
documentary	consistency of the			
requirements	resubmission within three			
requirements	(3) working days.			
Note:	2.1.1			
Failure to submit the	If the re-submission is			
updated documents	complete, BEMD			
within thirty (30)	transmits a copy of the			
Calendar Days upon	Order of Payment and			
receipt of notice,	notifies the Applicant			
application will be	thru email to pay the			
deemed abandoned	processing fee within			
	five (5) working days.			
	2.1.2			
	If the re-submission is			
	incomplete, BEMD			
	notifies the Applicant			
	thru email on the			
	cancellation of			
	application due to			
	incomplete submission.			
3. RE Developer pays	3.1 If payment has been	Application		Chief,
thru the DOE	made, BEMD validates the	Fee -		BEMD
Cashier or other	proof of payment within one	Php		
modes of payment	(1) working day.	12,650.00		
	3.1.1			
Note:	If payment is valid,			
If failure to pay within	BEMD notifies the RE			
five (5) working days,	Developer that the		3 Calendar	
the RE Developer will	payment has been		Days	
receive notification of	validated.			
	vallualeu.			
deemed abandoned.				

	LS conducts legal evaluation (Start of Day 1). 3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.		
 4. RE Developer rectifies the proof of payment Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned. 	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.		Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). LS conducts Legal evaluation		
	4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).		
 RE Developer submits the rectified documentary requirements Note: If failure to rectify within ten (10) working days, the Applicant will 	5.1 LS re-evaluates the Applicant's rectified submission. 5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection	3 Calendar Days	Director, LS Chief, BEMD

receive notification of	and biofuel product		
deemed abandoned.	sampling.		
	E 4 0		
	5.1.2 If not gualified with the		
	re-evaluation, BEMD		
	notifies the RE		
	Developer on the disqualification (End of		
	Process).		
6. RE Developer sets and coordinates	6.1 BEMD confirms		Chief, BEMD
with BEMD for the	schedule of conduct for on-		DEIVID
on-site	site validation/inspection		
validation/inspectio n and biofuel	and biofuel product sampling.		
product sampling	сорЭ.	1 Calendar	
		Day	
Note: If failure to		2	
set/coordinate within			
three (3) working days, the RE Developer will			
receive notification of			
deemed abandoned.			
	6.2 BEMD conducts on-site	1 Calendar	Chief, BEMD
	validation/inspection and	Day	BEMB
	biofuel product sampling.	_	
7. RE Developer submits the biofuel	7.1 If biofuel product sample is submitted, BEMD		Chief, BEMD
product sample	receives the biofuel product		DEMD
drawn, monitoring	sample and endorses to		
form and certificates of	ERTLS for laboratory analysis.		
completion of			
activity and product		1 Calendar	
quality		Day	
Note:			
If failure to submit within ten (10) working			
days, the RE			
Developer will receive			
notification of deemed abandoned.			
asanaonoa			

7.2 ERTLS conducts		ERTLS
laboratory analysis of		ERILO
biofuel product sample		
within twelve (12) working		
days.		
7.3 ERTLS issues		Chief,
laboratory analysis result to		BEMD
BEMD.		
BEMD evaluates the results		
of laboratory analysis.	1 Calendar	
or laboratory analysis.	Day	
If non-compliant with the	Day	
PNS, BEMD notifies the RE		
Developer of the		
disgualification (End of		
Process).		
7.3.1		
If compliant with the		
PNS, BEMD prepares		
Validation Report and		
Recommendation of		
Issuance of Certificate	2 Calendar	
of Registration (COR)	Days	
as Biofuel Producer of		
the RE Developer, for		
approval of the REMB Director.		
 7.4 REMB Director acts on		Director, REMB
		DITECTOL, REIVID
the Validation Report and Recommended Issuance of		Chief
		Chief, BEMD
Certificate of Registration		DEIVID
(COR) as Biofuel Producer		
 of the RE Developer.		
7.4.1		
If approved, BEMD endorses the	2 Colordor	
	2 Calendar	
Recommended	Days	
Issuance of Certificate		
of Registration (COR)		
as Biofuel Producer of		
 the RE Developer to LS.		
7.4.2		
If not approved REMB		
Director returns to		
BEMD for further action.		

Developer. 7.7.1 If approved, BEMD	Da	ays	
7.7 Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE		lendar	Undersecretary Chief, BEMD
7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.			
7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to the Undersecretary.		lendar ays	
7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.			Assistant Secretary Chief, BEMD
7.5.2 If not approved, LS returns to BEMD for further action.			
7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer to the Assistant Secretary.		lendar ays	
7.5 LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer. 7.5.1			Director, LS Chief, BEMD

	Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to the			
	Secretary. 7.7.2 If not approved, Undersecretary returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.			Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved Certificate of Registration (COR) as Biofuel Producer.		7 Calendar Days	
	7.8.2 If not approved, Secretary returns to BEMD for further action.			
	7.9 BEMD notifies the RE Developer on the release of Approved Certificate of Registration (COR) as Biofuel Producer.		1 Calendar Day	Chief, BEMD
8. RE Developer picks-up the signed Certificate of Registration (COR) as Biofuel Producer.				
	I Number of Days	28	Calendar Days	



Pre-Application Process for Biomass Operating Contract Application

An applicant shall secure a Renewable Energy Service / Operating Contracts and Certificate of Registration from the Department of Energy (DOE) prior to the exploration, development, and utilization of renewable energy resources such as but not limited to, biomass, solar, wind, hydropower, geothermal and ocean energy resources, and including hybrid systems

Office or Division:	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD)				
Classification:	Highly Technical Transac	Highly Technical Transaction			
Type of Transaction:	Government-2-Business				
Who May Avail:	Any person, local or forei the limits provided by the		-	cts subject to	
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
1. Letter of Intent (LOI) Director	Addressed to REMB		OI Letter (Annex t Circular No. DC		
the boundaries using administrative basen	 Location Map of the Project Area showing the boundaries using any available administrative basemap with equivalent PRS'92 geographic coordinates of all boundary corners 		Provided by the Applicant		
CLIENT STEPS	AGENCY / EVOSS ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLI			
1. Applicant chooses a Project from the List in EVOSS associated to the Company		None			
	2.1 EVOSS System notifies REMB – BEMD to check the completeness of the submitted requirements within 3 working days.			REMB-BEMD	
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)			REMB-BEMD	

		1	1
	2.1.2 If submission is		
	incomplete, REMB-		
	BEMD notifies the		
	Applicant thru the		REMB-BEMD
	EVOSS System to		
	update the		
	submission		
3. Applicant submits	3.1 REMB-BEMD checks		
thru the EVOSS	the completeness		
system the updated	and consistency of		
submission	the submission		
	within three (3)		
Note:	working days*		
Failure to submit the			
updated documents	*If not acted within 3		
within thirty (30)			
Calendar Days upon	working days,		
receipt of notice,	EVOSS System		
application will be	generates a Deemed		
deemed abandoned	Complete Certificate		
	and notify REMB-		
	BEMD to conduct		
	evaluations.		REMB-BEMD
	3.1.1 If submission is		
	complete, EVOSS		
	notifies REMB-		
	BEMD to prepare the		
	acknowledgement		
	letter (Start of Day 1)		
	3.1.2 If submission is		
	incomplete, REMB-		
	BEMD thru EVOSS		
	notifies the RE		
	Developer on the		
	cancellation of		
	application due to		
	incomplete		
	submission		
	3.2 REMB-BEMD		
			REMB -
	acknowledgement		
	letter indicating the		Assistant Director
	schedule of	2 Working Days	Director
	briefing/orientation		
	on requirements and		REMB-BEMD
	processes and		
	endorses to the		

Total Number of Days		3 V	Vorking Day	S
	3.3 REMB-BEMD uploads the signed acknowledgement letter and EVOSS notifies the Applicant on the conduct of briefing / orientation	1 W	Vorking Day	REMB-BEMD
	REMB Assistant Director			



TECHNICAL SERVICES MANAGEMENT DIVISION (NREB-TSMD)

PROCESSES

1. Green Energy Option Program Operating Permit Application



Green Energy Option Program Operating Permit Application

A Renewable Energy (RE) Supplier shall secure an Operating Permit from the Department of Energy (DOE) in order to provide electric power supply to End-Users under the Green Energy Option Program (GEOP).

Office or Division:	Renewable Energy Management Bureau (REMB) – National Renewable Energy Board - Technical Services Management Division (NREB-TSMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Qualified RE Suppliers ar	d Retail Elect	tricity Suppliers	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECU	RE
1.Letter of Intent to the	DOE			
or a sworn statement Customer attesting to contract with the appli two (2) years immedia	r for two (2) years g the date of application, of such Contestable the fact that it has a cant effective for the ately preceding the date tail Electricity Suppliers g on the capability to a RE generation to the r the Supply of n accordance with 20-04-0009	Provided by Applicant		cant
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSING PERSON		
		BE PAID	TIME	RESPONSIBLE
1. The Applicant submits the complete documentary requirements thru the DOE-Records Management	1.1.NREB-TSMD checks the completeness and consistency of the submission within three (3) working days.			Chief, NREB-TSMD Chief, DOE-Records Management

Division or REMB			Division
Email			
	1.1.1. If the submission		
	is complete,		
	NREB-TSMD		
	transmit the		
	Order of		
	Payment thru		
	email and notifies the RE		
	Developer to pay the processing		
	fee within five (5)		
	working days.		
	1.1.2. If the submission		
	is incomplete,		
	NREB-TSMD		
	notifies the		
	Applicant of the		
	incomplete		
	submission		
2. The Applicant re-	2.1.NREB-TSMD		
submits the	checks the		
updated	completeness and		
documentary	consistency of the		
requirements.	submission within		
Note:	three (3) working days.		
Failure to submit the	uays.		
updated documents			
within thirty (30)			
Calendar Days upon			
receipt of notice,			Object
application will be			Chief,
deemed abandoned			NREB-TSMD
	2.1.1. If the re-		
	submission is		
	complete, NREB-		
	TSMD transmit		
	the Order of		
	Payment thru		
	email and notifies the RE		
	Developer to pay		
	the processing		
	fee within five (5)		

	working days.		
	2.1.2. If the re- submission is incomplete, NREB-TSMD notifies the RE Developer on the cancellation of application due		
	to incomplete submission		
 3. The Applicant pays the processing fee thru the DOE Cashier or other modes of payment. Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned. 	3.1. If payment has been made, NREB- TSMD validates the proof of payment within one (1) working day.	PhP 5,000.00 Processing Fee	
	3.1.1. If payment is valid, NREB- TSMD conducts evaluation of the submitted documents. (Start of Day 1).		Chief, NREB-TSMD
	3.1.2. If payment is not valid, NREB- TSMD notifies the Applicant thru email to rectify the payment within two (2) working days.		

 4. The Applicant rectifies the proof of payment. Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned. 	4.1. If payment is rectified, NREB- TSMD validates the proof of payment within one (1) working day.		Chief,
	 4.1.1. If payment is valid, NREB- TSMD conducts evaluation of the submitted documents. (Start of Day 1). 4.1.2. If payment is not 		NREB-TSMD
	valid, NREB- TSMD notifies the Applicant of the disqualification.		
	4.2. If rectified payment has been made, NREB-TSMD conducts evaluation of the submitted documents.		
	4.2.1. If qualified, NREB-TSMD provides recommendation for the issuance of the GEOP Operating Permit and endorses the Application to the REMB Director.	10 Calendar Days	Chief, NREB-TSMD
	4.2.2. If not qualified, NREB-TSMD notifies the Applicant of the disapproval.		

4.3. The REMB Director Acts on the recommendation.		REMB Director
 4.3.1. If concurred, NREB-TSMD endorses the recommendation to the Assistant Secretary 4.3.2. If not concurred, NREB-TSMD notifies the Applicant of the 	3 Calendar Day	rs Chief, NREB-TSMD
disapproval. 4.4.The Assistant Secretary acts on the recommendation.		Assistant Secretary
4.4.1. If concurred, NREB-TSMD endorses the recommendation to the Undersecretary.	3 Calendar Day	Chief,
4.4.2. If not concurred, NREB-TSMD notifies the Applicant of the disapproval.		NREB-TSMD
4.5. The Undersecretary acts on the recommendation.		Undersecretary
4.5.1. If concurred, NREB-TSMD endorses the recommendation to the Secretary.	3 Calendar Day	Chief,
4.5.2. If not concurred, NREB-TSMD notifies the Applicant of the disapproval.		NREB-TSMD

	4.6. The Secretary acts on the recommendation and approves / disapproves the issuance of GEOP Operating Permit.	8 Calendar Days	Secretary
	 4.6.1. If approved, NREB-TSMD notifies the Applicant on the approval and transmit a copy of the signed GEOP Operating Permit. 4.6.2. If disapproved, NREB-TSMD notifies the Applicant of the 	1 Calendar Day	Chief, NREB-TSMD
Total Number of Days	disapproval.	28 Calendar	Days

ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU (EPIMB)



ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU (EPIMB)

SUMMARY OF PROCESSES

EXTERNAL PROCESSES

Power Planning Development Division (PPDD)

	PROCESSES	DURATION	CLASSIFICATION
1.	Issuance of Certificate of Endorsement for Point- To-Point Limited Transmission Facilities for Generation Facilities	5 Calendar Days	Simple Transaction
2.	Issuance of Certificate of Endorsement to Department of Justice (DOJ) for Non-Immigrant Visa Application	10 calendar days	Complex Transaction
3.	Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion	5 calendar days	Simple Transaction
4.	Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects	5 calendar days	Complex Transaction
5.	Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects	5 calendar days	Complex Transaction

6.	Certificate of Endorsement to the Philippine National Police (PNP)	5 calendar days	Complex Transaction
7.	Endorsement to the Board of Investments (BOI)	7 calendar days	Complex Transaction
8.	Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)	12 calendar days (*inclusive of 5 Calendar Days for the NTP)	Complex Transaction
9.	<u>Clearance to Undertake System Impact Study</u> (SIS)	10 calendar days (*inclusive of 5 Calendar Days for the NTP)	Complex Transaction

Power Market Development Division (PMDD)

10. Approval of Application for Direct Connection	50 calendar	Complex
(ISO Certified)	days	Transaction

Rural Electrification Administration and Management Division (REAMD)

11. <u>Certificate of Endorsement for the MGSP to</u> Energy Regulatory Commission	7 calendar days (Non-RE projects)	Complex Transaction
	12 calendar days (RE projects)	



POWER PLANNING DEVELOPMENT DIVISION (PPDD)

PROCESSES

- 1. <u>Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission</u> <u>Facilities for Generation Facilities</u>
- 2. <u>Issuance of Certificate of Endorsement to Department of Justice (DOJ) for Non-</u> <u>Immigrant Visa Application</u>
- 3. <u>Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for</u> <u>Land Use Conversion</u>
- 4. <u>Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for</u> <u>Generation Projects</u>
- 5. <u>Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for</u> <u>Transmission Projects</u>
- 6. Certificate of Endorsement to the Philippine National Police (PNP)
- 7. Endorsement to the Board of Investments (BOI)
- 8. <u>Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)</u>
- 9. Clearance to Undertake System Impact Study (SIS)



Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission Facilities for Generation Facilities

Office or Division:	Power Planning Development Division - Transmission and Distribution Development and Monitoring Section (PPDD-TDDMS)		
Classification:	Simple Transaction		
Type of Transaction:	Generation-2-Business		
Who May Avail:	Generation Companies'	compliance to the requirements of ERC	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
 Power Industry Manage indicating the nature of r amendment), official nar company, capacity, and the project. 2. Company Profile; 3. Project Backgrou including the following: 3.1. Official Name of t Project; 3.2. Gross capacity (N decimal places; 3.3. Dependable capa decimal places; 3.4. Exact Location of 3.5. Target Commerce Commencement of C 3.6. Off-taker of the E 4. Articles of Incorport the Company 	equest (new or ne of the project, complete location of nd / Description he Generating Facility / //W), in three (3) acity (MW), in three (3) the Generating Facility; al Operation / peration; and lectric Power Output. Dration and By-Laws of Assignment (applicable ny that takes on the over the operations of whether under a new	Provided by the Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)		3 Working Days	Staff, PPDD
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment.		2 Calendar Days	PPDD
	2.2. Preparation of letter of approval and the Certificate of Endorsement			
	2.3. Review and endorsement, edit if needed.	None	1 Calendar Day	Assistant Director, EPIMB
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	Director, EPIMB
	2.5. Uploading in the EVOSS System of the signed Letter of endorsement to the DAR.		1 Calendar Day	PPDD
Total N	umber of Days		5 Calendar	Days



Issuance of Certificate of Endorsement to the Department of Justice (DOJ) for Non-Immigrant Visa Application

Office or Division:	Power Planning and Development Division – Transmission and Distribution Development and Monitoring Section				
Classification:	Complex	Complex			
Type of Transaction	Government to Citizen	Government to Citizen			
Who May Avail:	Electric Power Industry St	akeholders			
CHECKLIST	OF REQUIREMENTS		WHERE TO SE	CURE	
1. Letter of Request					
2. Copy of Valid Pas	ssport				
3. Certificate of Emp	loyment	Pi	rovided by the A	Applicant	
subcontractor, en	company engaged by a dorsement from Service vice Contractor to apply on				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Online submission of application	1.1. Checks the completeness and consistency in form and in substance of application		3 Working Days	Staff / PPDD	
2. Waiting for result of PPDD's evaluation	2.1. Staff conducts technical evaluation and prepares the memorandum to LS		1 Calendar Day	Staff, PPDD	
	2.2. Review and approval and endorsement to EPIMB Directors	None	1 Calendar Day	Chief / PPDD	
	2.3. Review and approval of the EPIMB-Assistant Director		1 Calendar Day	Assistant Director, EPIMB	
	2.4. EPIMB Director approves and signs the technical evaluation and forwards to LS		1 Calendar Day	Director, EPIMB	

2.5. LS-OD endorses to concerned division	1 Calendar Day Director, L	.S
2.6. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review	1 Calendar Concerned Day Division	LS
2.7. LS-OD review of COE and endorses to EPIMB	1 Calendar Day Division	LS
2.8. PPDD prepares the letter of transmittal to the applicant	1 Calendar Staff/Chie Day PPDD	əf
2.9. Review and approval of the EPIMB Assistant Director	1 Calendar Assistant Day Director, EP	-
2.10.Review and signing of the COE by the EPIMB Director and transmittal to PPDD	1 Calendar Day	IMB
2.11.Uploading of signed letter and COE to EVOSS	PPDD Sta	off
Total Number of Days	10 Calendar Days	



Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDMS)			
Classification:	Simple Transaction	Simple Transaction		
Type of Transaction:	Generation-2-Business			
Who May Avail:	Generation Companies com	pliance to	the requiremer	nts of DAR
CHECKLIST	OF REQUIREMENTS		WHERE TO S	ECURE
Industry Manage indicating the nat of the project, ca of the project; 2. Company Profile 3. Project Backgrou following: a. Official N / Project; b. Gross Ca c. Exact Loo Municipa d. Technolo e. Land area f. Target Co	ame of the Generating Facility pacity in MW; cation including Barangay, ity and Province;	Tc	be provided by	∕ the Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	Staff, Power Planning Development
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved.		1 Calendar Day	Division

Total Numbe	r of Days	5 Caler	ndar Days
3. Claim signed endorsement to DAR			Client
	2.6. Uploading in the EVOSS System of the signed Letter of endorsement to the DAR. End of process	1 Calendar Day	Staff, PPDD
	2.5.Review, approval and signing.		Director, EPIMB
	2.4.Review and endorsement, edit if needed.	1 Calendar Day	Assistant Director, EPIMB
	2.3. Review and endorsement, edit if needed.	1 Calendar Day	Senior SRS and Chief, PPDD
	2.2. Preparation of the Letter of Endorsement to DAR.	1 Calendar Day	Staff, Power Planning Development Division
	End of process if tagged disapproved		



Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects

Office or Division		Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)			
Classification:	Complex Transac	Complex Transaction			
Type of Transaction:	Generation-2-Bus	Generation-2-Business			
Who May Avail:	Generation and T requirements of N		ompanies' compl	iance to the	
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
 (new or amend of the project, of complete locat 2. Copy of the Le addressed to N 3. Company Profit 4. Project Backgr including the for 4.1. Official Nam Facility / Proje 4.2. Gross Capa 4.3. Exact Locat 4.4. Target Com Date; 	Industry Bureau Director hature of request ment), official name capacity, and on of the project; tter of Request ICIP; le; ound / Description Ilowing: e of the Generating ect; city; on; mercial Operation		o be provided by	the Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	Staff, Power Planning Development Division	

2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as	1.5 Calendar Days	
	disapproved. 2.2. Preparation of the Letter of Endorsement to NCIP.	4 Hours	
	2.3. Review and endorsement, edit if needed.	1 Calendar Day	Senior SRS and Chief, PPDD
	2.4. Review and endorsement, edit if needed.	1 Calendar Day	Assistant Director, EPIMB
	2.5. Review, approval and signing.	1 Calendar Day	
	2.6. Uploading in the EVOSS System of the signed Letter of endorsement to the NCIP. End of process.		Staff, PPDD
3. Claim signed endorsement to NCIP			Client
Total Nu	Total Number of Days 5 Calendar Days		



Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects

Office or Division	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section				
Classification:	Complex Transaction	Complex Transaction			
Type of Transaction:	Transmission-2-Business				
Who May Avail:	Transmission Companies'	compliance t	o the requireme	nts of NCIP	
CHECKLIST	OF REQUIREMENTS	V	VHERE TO SEC	URE	
	est addressed to Electric Management Bureau				
	est addressed to NCIP		a provided by	ha Cliant	
3. Project Profile 3.1.Objective c	of Project	10 1	be provided by t	ne Client	
	nagement and Mitigation				
3.3. Location M	ap.	-			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	Staff, Power	
2. Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		1.5 Calendar Days	Planning Development Division	
	2.2. Preparation of letter of endorsement to NCIP.		4 hours	PPDD assigned staff	
	2.3. Review letter of endorsement to NCIP.		1 Calendar Day	Senior SRS and Chief, PPDD	

	2.4. Review letter of endorsement to NCIP.	1 Calendar Day	Assistant Director, EPIMB
	2.5. Review, approve and sign letter of endorsement to NCIP.	1 Calendar Day	Director, EPIMB
	2.6. Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.		Staff, PPDD
3. Claim Endorsement to NCIP			Client
Total Num	ber of Days	5 Calen	dar Days



Certificate of Endorsement to the Philippine National Police (PNP)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Business		
Who May Avail:	Generation Companies pr	eparing for construction of power plant	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
 CHECKLIST OF REQUIREMENTS 1. Letter of request addressed to the Electric Power Industry Management Bureau (EPIMB) Director (indicating the specific purpose to purchase / possession of the explosives / explosive ingredients / controlled chemicals and the detailed information on the name of chemicals / explosive ingredients / explosives, quantities, etc., which will be used in the power plant construction / preparatory activities; 2. Letter of request addressed to the PNP Chief, attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives / explosive ingredients / controlled chemicals as a PURCHASER 		To be provided by the Client	
including the information on the quantity, tentative date of delivery, and the name of chemicals;			
 Accomplished Form from PNP Explosives Management Division for the Request to Possess / Purchase Explosives / Explosive Ingredients / Controlled Chemicals; 			
Endorsement to the	ssuance of the Certificate		

 5. If the company is the winning bidder of NPC-PSALM's assets for privatization, the company must submit copy of any notarized pertinent documents related to the transfer of assets from NPC – PSALM to the winning bidder such as Asset Purchase Agreement (APA), Land Lease Agreement (LLA) Amendment, Accession and Assumption Agreement (AAAA), Deed of Absolute Sales (DOAS), etc.; and 6. Proof of Registration of the requesting 					
		name of the resource in the Wholesale Electricity vailable.			
CLIE	ENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements).		3 Working Days	Staff, Power Planning Development Division
2.	Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.	None	1.5 Calendar Days	Staff, PPDD
		2.2. Preparation of Certificate of Endorsement to PNP.		4 Hours	Staff, PPDD
		2.3. Review and endorsement, edit if needed.		1 Calendar Day	Chief, PPDD
		2.4. Review and endorsement, edit if needed.		1 Calendar Day	Asst. Director, EPIMB
		2.5. Review, approval and signing.		1 Calendar Day	Director, EPIMB

Total Number	of Days	5 Calen	dar Days
3. Claim signed Endorsement to PNP			Client
	2.6. Uploading in the EVOSS System of the signed Certificate of Endorsement to PNP. End of process.		Staff, PPDD



Endorsement to the Board of Investments (BOI)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Generation Companies engaging in power generation requesting registration with to avail incentives			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Note: The project should be in the (DOE) List of Private Secto with a Committed Status. For coal power projects, it is requirements of coal morat	or Initiated Power Projects must satisfy the forium advisory.			
 Letter of Request addressed to Electric Power Industry Management Bureau (EPIMB) Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project; 				
2. Company profile;				
	nge Commission (SEC) ership and/or Corporation d machine copy);	To be provided by the Client		
 Latest General Inform Limited Partnership (r machine copy); 	ation Sheet / Articles of nust be SEC certified			
5. Articles of Incorporation (must be SEC certified	on & By-Laws / Partnership d machine copy);			
6. Department of Trade for Sole Proprietorshi	and Industry Registration			
 7. Project Background / 7.1. Executive Su Study; 	Description mmary of the Feasibility			

 7.2. Technical Description of the Project: For Coal Power Plants, please indicate sources of coal and percentage of its sources. For Diesel Power Plants, please submit Certificate from Fuel supplier indicating compliance with the 2% biodiesel blend and Fuel Supply Agreement (Certificates should bear original and not electronic signature); 7.3. Total Investment Cost (Permits and Licenses, Land Acquisition, Civil Works, Machinery and Equipment and Other related initial costs. For costs in foreign currency, indicate the conversion rate to Php). 	
 Five (5) - Year Projected Financial Statement with and without ITH (Income Statement, Balance Sheet, Statement of Cash Flows); 	
 Power Supply Agreement of Energy Sales/Supply Agreement/ ASPA (for Ancillary Service Provider) including all the amendments in the contract and assignment, or any equivalent document; 	
10. Proof of Financial Closing, whichever is available:	
10.1. For 100% Equity:	
10.1.1.Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company with the following information:	To be provided by the Client
 a. Company / Developer' Name; b. Official Project Name; c. Capacity in 3 decimal places [MW and MWp (if solar)] [MW and MWh (if ESS)]; d. Exact location of the power plant including barangay, municipality, and province; e. Amount of Total project cost; and f. Indicate that it will be financed 100% by the company. 	
10.2. For Loan-Equity Ratio of the total project cost:	

 10.2.1.Notarized Certification from the company signed by the President or Treasurer of the Company with the following information: a) Company / Developer's Name; b) Official Project Name; 					
 c) Capacity in 3 decimal places [MW and MWp (if solar)] [MW and MWh (if ESS)]; d) Exact location including barangay, municipality, and province; e) Amount of Total project cost; 					
 f) Amount of Project company; and g) Indicate the percent 	t Cost to be financed by entage of the project cos				
	Agreement and Certific				
from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.				o be provided b	y the Client
10.3. For the Financier of the Project					
10.3.1 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the amount of Financial Assistance / to be provided.					
CLIENT STEPS AGENCY ACTIONS FEES				PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements).	Nc	one	3 Working Days	Staff, Power Planning Development Division

2. Waiting for result of PPDD's evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.	2 Calendar Days	Staff, Power Planning Development Division
	2.2. Preparation of letter of endorsement to BOI	1 Calendar Day	Staff, Power Planning Development Division
	2.3. Review and endorsement, edit if needed.	1 Calendar Day	Chief, PPDD
	2.4. Review and endorsement, edit if needed.	1 Calendar Day	Assistant Director, EPIMB
	2.5. Review, approval and signing.	1 Calendar Day	Director, EPIMB
	2.6. Uploading in the EVOSS System of the signed Certificate of endorsement to BOI. End of process.	1 Calendar Day	Assigned Staff, PPDD
3. Claim signed Endorsement to BOI			Client
Total number o	f Days	7 Calenc	lar Days



Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)

Office or Division:	Power Planning Development Division- Power Generation and Supply Development and Monitoring Section PPDD-PGSDM)			
Classification:	Complex Transaction			
Type of Transaction:	Government to Business			
Who May Avail:	Generation Companies with power projects that are ready for commissioning			
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
 Note: The project should be in Energy's (DOE) List of F Power Projects with a Co For coal power projects, requirements of coal mo 1. Letter of Request addres Power Industry Manage Director indicating the r whether: 1.1. For new application official name of the proj facility, nameplate capa decimal places, and co project; 1.2. For amendment (ar Developer name, capace location), previously iss the official name of the capacity in three (3) de and complete location of including barangay, mu For consistency of infor within highly urbanized province where the city located. 2. Company Profile (if the 	the Department of private Sector Initiated committed Status. it must satisfy the ratorium advisory. essed to Electric ement Bureau nature of request, in should include the ect generating acity in three (3) mplete location of the mendment of city, project name or sued COE number, project, nameplate cimal places in MW, of the project nicipality, province; mation, if location is city, kindly cite the is geographically	To be provided by the Client		
 Company Profile (if the amendment of compan developer, indicating th previous developer to t 	y name or project e transition from the			

3.	Copy of the previously issued COE to ERC (if the request is for amendment);
4.	Project Background / Description including the following information:
	4.1. Name of the Generating Facility / Project;
	4.2. Nameplate capacity in three (3) decimal places in MW. For Solar Projects should be in MWDC and MWAC; For ESS Capacity in MW and MWh
	 4.3. Clear copy of the photograph of the front view of Generator nameplate / Engine nameplate / rating capacity attached in each generating unit. For solar projects, sample photograph of the nameplate of the solar panels/modules and summary of serial numbers with corresponding specifications. For ESS, photograph of nameplate of the entire battery modules. In the absence of the clear photograph of the nameplate, kindly provide any of the following: a. Certification that the unit is already unreadable and providing the information in the nameplate photograph; or
	b. Copy of the manufacturer's booklet containing the specifications in the nameplate.
	4.4. Computation in converting the said generator rating per unit, from Mega-Volt Ampere (MVA) to Megawatt (MW), in three (3) decimal places;
	 4.5. For Solar power projects, include also the computation in converting the Wp to MWp, in three (3) decimal places. 4.6. For ESS projects, also include the computation for the battery capacity in terms
	of MWh. 4.7. Summary of the nameplate / rating capacities per unit, in three (3) decimal places, if multiple generators, with the total capacity;
	4.8. Exact location of the power plant including the barangay, municipality, and province; For consistency of information, if

 the location is within highly urbanized city, kindly cite the province where the city is geographically located. 4.9. For New Power Plant: Target Commercial Operation Date; For Existing Power Plant: Commencement of Operation Date; 4.10. Summary of Off taker/s of the Electric Output with corresponding capacity (no need to provide if the power plant is already operational); 4.11. Engineering, Procurement, and Construction (EPC) Contractor (no need to provide if the power plant is already operational); 4.12. Jobs Generated during Construction 	
and During Operation (current number of employees if the plant is already operational);	
 Proof of Financial Closing, whichever is available (no need to provide if the power plant is already operational): 	
5.1. For 100% Equity:	
 5.1.1. Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company with the following information: 5.1.1.1. Company / Developer's Name; 5.1.1.2. Official Project Name; 5.1.1.3. Capacity in 3 decimal places [MW and MWp (if solar)] [MW and MWh (if ESS)]; 5.1.1.4. Exact location of the power plant including barangay, municipality, and province; 5.1.1.5. Amount of Total project cost; and 5.1.1.6. Indicate that it will be financed 100% by the company 	To be provided by the Client
5.2. For Loan-Equity Ratio of the total project cost:	

5.2.1 Notarized Certification from the	
company signed by the President or	
Treasurer of the Company with the following	
information:	
a. Company / Developer's Name;	
b. Official Project Name;	
c. Capacity in 3 decimal places [MW and	
MWp (if solar)] [MW and MWh (if ESS)];	
d. Exact location including barangay,	
municipality, and province;	
e. Amount of Total project cost;	
f. Amount of Project Cost to be financed	
by the company; and indicate the	
percentage of the project cost to be	
financed by	
the company.	
5.2.2 Bank Certification or Notarized	
Memorandum of Agreement or Loan Term	
Agreement indicating percentage and	
amount of financial assistance/loan to be	
provided for the development and	
construction of the project.	
5.3. For the Financier of the project	
5.2.3 Notarized Memorandum of	
Agreement / Loan Term Agreement	
between the Company and the financier	
on the percentage and amount of	
Financial Assistance / loan to be	
provided; or any equivalent documents	
6. Copy of Securities and Exchange	
Commission (SEC) Registration/Department	
of Trade and Industry (DTI) Registration,	
whichever is applicable:	
6.1. For SEC Registration, provide Articles of	
Incorporation and By-Laws / Articles of	To be provided by the Client
Limited Partnership of the Company;	
6.2. For DTI Registration (include	
attachments that the business is into power	
generation business);	
7. Latest General Information Sheet of the	
applicant and its stockholders – SEC form	
duly stamped received by the SEC for	
Partnership and Corporation.	To be provided by the Client
8. Historical Generation GWh for existing and	
operational power plants (at least 5 years);	

9. Notarized Certificate of Assumption of	
Accountability (applicable to the successor	
company that takes on the ownership and/or	
takes-over the operations of the generation	
company whether under a new name or	
using the same company names as the case	
may be);	
10. Copy of the Power Supply Agreement	
(PSA) with Off taker/s filed before the ERC	
/ Copy Generation rate application filed	
before the ERC / Copy of the Board	
Resolution allowing the filing of the	
generation rate to ERC/Ancillary Services	
Purchase Agreement, or any equivalent	
document;	
11. For Leased Generating Facilities, provide	
Notarized Lease / Rental Agreement	
between the operator and the owner of the	
generating units;	
12. Certification of the location of the	
powerhouse.	
13. Copy of the Provisional Authority to Operate	
from the ERC.	
14. Additional for ERC Certificate of	
Compliance Renewal.	
14.1. Copy of the ERC Certificate of	
Compliance issued by the ERC being	
requested for renewal;	
14.2. Certification of new rated capacity, if	To be provided by the Client
applicable; and	
14.3. If the project name / capacity /	
location in the Certificate of Compliance	
is different from the one being requested	
to be endorsed provide certification of the	
correct project name / capacity / location;	
15. Additional Documents for Renewable	
Energy Power Projects:	
15.1. Copy of the Certificate of	
Registration (COR) as Renewable	
Energy (RE) Developer (developer's	
name, project name and location	
indicated should be consistent with the	
request for COE);	
. ,.	

 15.2. Copy of Certificate of Confirmation of Commerciality (COCOC) or Operating Contract (OC), whichever is available, containing the developer's name, official name of the generating facility, capacity in 3 decimal places, and location indicated should be consistent with the request for COE. 15.3. DOE approval on the transfer of assignment of Service Contract, Operating Contract, amended documents i.e., COCOC, COR, OC, if applicable; 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements) supporting documents)		3 Working Days	
2. Waiting on REMB Evaluation if project is qualified	 2.1. For Renewable Energy Projects, REMB evaluation if the application is qualified and issuance of Notice to Proceed (NTP). 2.1.1.If the application was tagged as not qualified by REMB. End of process. 		4 Calendar Days	Staff, REMB

	2.1.2.If the application was tagged as qualified by REMB but an NTP was not uploaded, the application will go to EPIMB for tagging of disapproval. End of process.			
	2.1.3. Uploading of NTP, If the application was tagged as qualified.		*1 Calendar Day	Staff, REMB
	2.2. If the document is already complete (for RE project should have NTP from REMB uploaded in the EVOSS System) proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved 2.3. Preparation of Letter of Payment		3 Calendar Days	Staff, PPDD
	2.4. Uploading of Order of Payment and Letter for Payment.		4 Hours	Staff, PPDD
3. Payment	3.1. Payment is 5 banking days, if not paid application is cancelled. End of	Payment of Processing Fee (online payment		Client

	process.	Php 1,000.00 (1MW to less than 10MW) Php 10,000.00 or Php 100.00 per MW of installed capacity whichever is		
		higher for 10MW and above		
4. Waiting for signed copy of COE to ERC	4.1. Preparation of COE to ERC		4 Hours	Staff, PPDD
	4.2. Review and endorsement, edit if needed.		1 Calendar Day	Senior SRS and Chief, PPDD
	4.3. Review and endorsement, edit if needed.		1 Calendar Day	Assistant Director, Electric Power Industry Management Bureau
	4.4. Review, approval and signing.		1 Calendar Day	Director, EPIMB
	4.5. Uploading in the EVOSS System of the signed COE to ERC. End of process.			Staff, PPDD
5. Claim signed COE to ERC				Client
Total Number of Days 12 Calendar Days (*inclusive of 5 Calendar Days for the NTP)				



Clearance to Undertake System Impact Study (SIS)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)					
Classification:	Complex Transaction	Complex Transaction				
Type of Transaction:	Government-2-Busi	ness				
Who May Avail:		nies conducting feasibility study/due diligence in generation power project				
CHECKLIST OF RE		WHERE TO SECURE				
Note: For coal power p satisfy the requiren moratorium advisor	nents of coal ry.					
 Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project; Company Profile; 						
 Company Profile; Project Background including the follow 						
3.1.Official Name of the Facility /Project; 3.2.Gross Capacity;		To be provided by the Client				
3.3. Exact Location;						
3.4. Target Commercial	Operation Date;					
3.5. Target Commission	ning Date;					
3.6.Off taker/s of the el	ectricity.					
3.7. Identify Target Trar Connection Point	nsmission Line					
3.8. Additional for Rene Power Projects	wable Energy					
3.9. Endorsement of Re Management Burea Proceed);		DOE – Renewable Energy Management Bureau				

 3.10. Copy of Certificate of Registration as Renewable Energy (RE) Developer 3.11. Copy of Service Contract or Operating Contract 		To be provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	 1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements). 2.1. For Renewable 		3 Working Days	Staff, Power Planning Development
2. Waiting for REMB/PPDD Evaluation	application is qualified and issuance of Notice to Proceed (NTP).	None		Division
	 2.1.1.If the application was tagged as not qualified by REMB. End of process. 2.1.2.If the application was tagged as qualified by REMB but an NTP was not uploaded, the application will go to EPIMB for tagging of disapproval. End of 		*4 Calendar Days	Staff, Renewable Energy Management Bureau
	process. 2.2. Uploading of NTP, If the application was tagged as qualified.		*1 Calendar Day	Staff, Renewable Energy Management Bureau
	2.3. Evaluate/Approval of Documents and Preparation of letter to NGCP endorsing the project for the conduct of SIS.		2 Calendar Days	Staff, Power Planning Development Division
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	Senior SRS and Chief, PPDD

	2.5. Review and endorsement, edit if needed.		1 Calendar Day	Asst. Director, EPIMB
	2.6. Review, approval and signing.			Director, EPIMB
	2.7. Uploading in the EVOSS System of the signed Clearance to Undertake System Impact Study. End of process.		1 Calendar Day	Staff, PPDD
3. Claim signed endorsement to NGCP				Client
Total num	ber of Days	10 Calendar Days (*inclusive of 5 Calendar Days for the NTP)		



POWER MARKET DEVELOPMENT DIVISION (PMDD)

PROCESSES

1. <u>Approval of Application for Direct Connection (ISO Certified)</u>



Approval of Application for Direct Connection

Note: This process is ISO Certified.

Office or Division:	Power Market Development Division (PMDD)				
Classification:	Complex Transaction				
	Government-2-Business				
Type of Transaction:					
Who may avail:	Industrial, Comme	ercial and Other Electricity End-users			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
 Application letter address Secretary, attention to the Secretary, attention to the Notarized WAIVER from cannot provide the service required by the Applicant Resolution duly signed to members Corporate Business Pro- of Business Permits Secretary's Certificate do authorized representative Brief description of proper Location map of facility f supply is sought, including or DU substation Power demand, delivery for connection requirement and other relevant inform Certificate from the TNP demand including five (5 demand can be accomment existing transmission factors same shall not adversely operation of the Grid base impact study 	the EPIMB Director the DU that it ces and facilities at thru a Board by the Board file including copy esignating e osal for which direct ng nearest TNP f voltage, timeline ent, load forecast, nation that the current b) years projected nodated by the cilities and the y compromise the	All to be provided by the Applicant			

 9. Supplemental applicable - Signed agree recommender relevant tere commitment infrastructure - Existing prediction 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements		N/A	N/A	Applicant
	1. Checking of completeness of application with documentary requirements		3 working days	Staff, PMDD- EPIMB
	2. Send Order of Payment for the processing fee		1 working day	Staff, PMDD- EPIMB
2. Payment of Processing Fee and submitting proof of payment online		Php 7,800.00	5 working days	Applicant
	3. Validation of payment and acceptance of receipt		2 working days	Staff, PMDD- EPIMB
	4. Schedule of Site inspection		1 calendar day	Staff, PMDD- EPIMB
3. Confirmation of the schedule of site inspection			5 working days	Applicant
	5. Actual Site Inspection		1 calendar day	PMDD-EPIMB
	6. Review and evaluation of the application		18 calendar days	PMDD-EPIMB

7. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	6 calendar days	Office of the Director and Asst. Director Director, EPIMB
8. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application.	3 calendar days	Assistant Secretary of EPIMB
9. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	5 calendar days	Power Legal Services Division/Legal Services
10. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	3 calendar days	Undersecretary of the Legal Services
11. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	4 calendar days	Undersecretary of EPIMB

	 12. Secretary's Approval or Disapproval of the EPIMB's recommendation / signing of the decision letter 13. Transmittal to EPIMB of the signed decision letter 		7 calendar days	Secretary
	14. Informing the applicant of the decision/uploading the decision letter in EVOSS ending the process		2 calendar day	Staff, PMDD- EPIMB
Total number of Days:		50) Calendar Days	



RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION (REAMD)

PROCESSES

1. Certificate of Endorsement for the MGSP to Energy Regulatory Commission



Certificate of Endorsement for MGSP to the Energy Regulatory Commission (MGSP-COE)

Office or Division	:	Rural Electrification Administration and Management Division – Rural Electrification Promotion and Administration Section (REAMD-REPAS)				
Classification:		Complex Transaction				
Type of Transacti	ion:	Government-2-Business				
Who May Avail:		Microgrid System	Provider			
CHECKLIST O	FREG	UIREMENTS		WHERE TO SE	CURE	
1. Letter of Reque EPIMB Director		lressed to the				
2. Company Profile						
3. Project Backgro include at least						
		erating facility;				
3.2. Nameplate	Capad	city (including	Т	be provided by <i>i</i>	Applicant	
photographs of nar	mepla	te attached to			1 F	
the machine); 3.3. Exact Locat	ion:					
		al Operation;				
and						
3.5. Jobs Generation Construction and E						
4. Copy of Resolut						
MGSP-BAC dul	ly sign	ed by the	Distribution Utility or National Power Corporation			
MGSP-BAC Cha						
5. Copy of MGSP			To be provided by Applicant			
Additional for ER						
1. Copy of the ERC Compliance (CC		lincate of				
 Certification of new rated capacity (if applicable) 						
CLIENT STEPS	AGE		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
of Request with complete documents	and c comp	Review of itted documents heck leteness of rements		1 Working Day	Staff, Rural Electrification Administration and Management Division	

	Additional for RE Projects:1.1. REMB evaluation if the applicant is qualified1.2. Issued Notice to Proceed1.3. Evaluation and assessment of the		4 Calendar Days 1 Calendar Day 3 Calendar Days	Assigned Staff, REMB Assigned Staff, REAMD
2. Payment	documents 2.1. Upload Order of payment	Minimum of Php 500.00 (less than 1MW) Php 1,000.00 (1MW to less than	1 Calendar Day	REAMD assigned staff
	2.2. Process Payment	10MW) Maximum of Php 10,000.00 or Php 100.00 per MW of installed capacity whichever is higher for 10MW and above	NI	Collection Officer, Treasury Division
	2.3. Validation of payment (If payment is insufficient, application will be terminated and applicant may request for refund.		1 Working Day	Staff, REAMD

	2.4 Prepare the MGSP-COE		3 Calendar Days	Staff, REAMD
	2.5 Review and endorse the			Chief, REAMD
	MGSP-COE			
	2.6 Review and			Assistant
	endorse the MGSP-COE			Director, EPIMB
	2.7 Approve and sign the MGSP-COE			Director, EPIMB
3. Claim signed	3.1. Release/upload			REAMD
Endorsement	the signed MGSP-			Assigned Staff /
	COE			Client
Total nu	mber of Days	7 Calendar Days (For Non-RE Projects)		
		12 Calendar Days (For RE Projects)		
		*Not includ	ed in the total nur	mber of days in the
		EVOSS system.		

ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB)



ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB)

SUMMARY OF PROCESSES

EXTERNAL SERVICES

Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Processing of Application for Company</u> <u>Registration under the Philippine Energy</u> <u>Labeling Program (PELP)</u> (ISO Certified)	3 Working Days	Simple
2. <u>Processing of Application for Product</u> <u>Registration for Air Conditioners under the</u> <u>Philippine Energy Labeling Program</u> <u>(PELP) (ISO Certified)</u>	7 Working Days	Complex
3. <u>Processing of Application for Product</u> <u>Registration for Refrigerating Appliances</u> <u>under the Philippine Energy Labeling</u> <u>Program (PELP) (ISO Certified)</u>	7 Working Days	Complex
4. <u>Processing of Application for Product</u> <u>Registration Television Sets under the</u> <u>Philippine Energy Labeling Program</u> <u>(PELP) (ISO Certified)</u>	7 Working Days	Complex
5. Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP) (ISO Certified)	7 Working Days	Complex
6. <u>Issuance of Energy Label for Product</u> <u>Registered under the Philippine Energy</u> <u>Labeling Program (PELP)</u> (ISO Certified)	3 Working Days	Simple

7. <u>Issuance of Energy Label Equivalent or</u> <u>Certificate of Exemption (COE) for Product</u> <u>Registered under the Philippine Energy</u> <u>Labeling Program (PELP)</u> <i>(ISO Certified)</i>	3 Working Days	Simple
8. <u>Application for Recognition of Testing</u> <u>Laboratory under the Philippine Energy</u> <u>Labeling Program (PELP)</u> (ISO Certified)	20 Working Days	Highly Technical

Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)

PROCESSES	DURATION	CLASSIFICATION
9. <u>Issuance of Certificate for Registered</u> Energy Service Company (ESCO)	7 Working Days	Complex
10. <u>Issuance of Certificate for Certified</u> Energy Auditor (CEA)	7 Working Days	Complex
11. <u>Issuance of Certificate for Certified</u> Energy Conservation Officers (CECO)	7 Working Days	Complex
12. <u>Issuance of Certificate for Certified</u> Energy Manager (CEM) (ISO Certified)	7 Working Days	Complex
13. <u>Issuance of Certificate for Certified</u> Energy Service Company (ESCO)	20 Working Days	Highly Technical
14. <u>Issuance of Certificate for Recognized</u> Trainings Institutions (RTI) for Certified Energy Auditors (CEA)	20 Working Days	Highly Technical
15. Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified Energy Manager (CEM)	20 Working Days	Highly Technical
16. Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives	20 Working Days	Highly Technical
17. Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal	20 Working Days	Highly Technical

Incentives		
18. <u>Issuance of Certificate of Registration for</u> Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditor (CEA)	20 Working Days	Highly Technical

Alternative Fuels and Energy Technology Division (AFETD)

PROCESSES	DURATION	CLASSIFICATION
19. Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station (EVCS) Participants	20 Working Days	Highly Technical

Energy Efficiency & Conservation Public Sector Management Division (EPSMD)

PROCESSES	DURATION	CLASSIFICATION
20. <u>Energy Audit Services: Preliminary Energy</u> <u>Audit</u> (ISO Certified)	7 Working Days	Complex
21. Processing of Energy Audit Services: Virtual Preliminary Energy Audit	7 Working Days	Complex
22. <u>Application Process for Recognized</u> <u>Training Institution Accreditation</u>	20 Working Days	Highly Technical

EUMB - Dedicated Electric Vehicle Office (DEVO)

PROCESSES	DURATION	CLASSIFICATION
23. <u>Issuance of Electric Vehicle Charging</u> Station (EVCS) Provider – Operator	7 Working Days	Complex

Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines		
24. <u>Issuance of EVCS Provider – Service</u> <u>Accreditation Certificate under Department</u> <u>Circular No. DC2023-05-0011 – EVCS</u> <u>Providers Accreditation and EVCS</u> <u>Registration Guidelines</u>	7 Working Days	Complex
25. Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines	7 Working Days	Complex
26. Issuance of EVCS Registration Certificate under Department Circular No. DC2023- 05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines	7 Working Days	Complex
27. Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines	7 Working Days	Complex
28. <u>Charging Fee Adjustments and/or</u> <u>Updating under Department Circular No.</u> <u>DC2023-05-0010 – EVCS Unbundling of</u> <u>Charging Fees Guidelines</u>	7 Working Days	Complex
29. Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines	20 Working Days	Highly Technical



ENERGY EFFICIENCY & CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION (EPRED)

PROCESSES

- 1. <u>Processing of Application for Company Registration under the Philippine Energy Labeling</u> <u>Program (PELP)</u> *(ISO Certified)*
- 2. <u>Processing of Application for Product Registration for Air Conditioners under the Philippine</u> <u>Energy Labeling Program (PELP)</u> *(ISO Certified)*
- 3. <u>Processing of Application for Product Registration for Refrigerating Appliances under the</u> <u>Philippine Energy Labeling Program (PELP)</u> *(ISO Certified)*
- 4. <u>Processing of Application for Product Registration Television Sets under the Philippine Energy</u> <u>Labeling Program (PELP) *(ISO Certified)*</u>
- 5. <u>Processing of Application for Product Registration for Lighting Products under the Philippine</u> <u>Energy Labeling Program (PELP)</u> *(ISO Certified)*
- 6. <u>Issuance of Energy Label for Product Registered under the Philippine Energy Labeling</u> <u>Program (PELP)</u> *(ISO Certified)*
- 7. <u>Issuance of Energy Label Equivalent or Certificate of Exemption (COE) for Product Registered</u> <u>under the Philippine Energy Labeling Program (PELP)</u> (ISO Certified)
- 8. <u>Application for Recognition of Testing Laboratory under the Philippine Energy Labeling</u> <u>Program (PELP)</u> *(ISO Certified)*



Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for Company Registration under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Simple Transaction		
Type of Transaction:	Government-2-Citizen, Gov	ernment-2-Business	
Who may avail:	All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under PELP System.		
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.		
	The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
 PELP Online Registration Application Formunder the PELP Undertaking to A Conditions of the F 	 b. Undertaking to Abide by the Terms and Conditions of the PELP c. Letter of Authorization for PELP Compliance 		

d. Prod	uct Sales Inve	entory Report				
	Registration I					
	0	egistration Certificate:	For Cert	ificate of Business N	lame Registration –	
	- Fo	-		ent of Trade and In	÷	
		ertificate of Business Nam) ()	
		gistration issued by th				
		epartment of Trade an		tificate of Registrat	ion and Articles of	
		dustry	Incorpor	-		
		r Corporation/Partnership			e and Exchange	
		ertificate of Registration an		01011		
		ticles of Incorporation issue				
	by	•		DA Certificate c	of Registration -	
	•	change Commission		tive Development A	•	
	- Fo	-			lutionty	
		ertificate of Registration from				
		Ū.				
		e Cooperative Developmer	it i			
h		ithority				
D.	-	Agreement (including th				
		he Company's authorize				
		ve/s issued by the Compan				
		General Manager / Boar	L			
	Secretary)	have issued by the loss				
C.		Derate issued by the loca				
	government			DOE Bank or Online Devreent Eccility		
d.	BIR Registra	ation		Bank or Online Payment Facility Department of Energy – Treasury Division		
	related Desur	n o n to			Treasury Division	
3. Payment-			(DOE-TI)		
	Order of Pa	-				
	Payment Co					
C.	Official Rec	eipt				
Notes Far as	line euhariee	ion. each document file fo				
	line submissi Ist not exceed	,				
uploading me						
CLIENT	STEDS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON	
CLIENT	SIEFS	AGENCT ACTIONS	PAID	TIME	RESPONSIBLE	
Pre-applicati	on Process					
1. The	Applicant	1.1 The DOE issues th	e N/A	N/A	DOE-EPRED	
	sts for an	Order of Payment t			PELP	
•	of Payment	the Applicant throug			Evaluator I	
(OoP	•	e-mail.				
	gh the PELP	G-mail.			DOE-AD	
TDTOU/			1	1		
	-					
Syste	-	For OoP request	s			

	1	1		
doe.gov.ph) by clicking the "Register Company" command button.	DOE-TD, the DOE-TD issues the OoP directly to the Applicant.			
In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE- TD) at the DOE Office.				
2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction), together with a link for the PELP Online Registration.	PhP 1,600.0 0	N/A	DOE-TD DOE-EPRED PELP Evaluator I
Application Process				
 3. The applicant fills out the online registration form, together with the documentary requirements specified above, through the PELP System using the link sent through email. Note: In case the PELP System is unavailable, 	3.1 DOE-EPRED acknowledges the receipt of application through email and evaluates the completeness and correctness of the submitted documents. If the submitted documents are incomplete or inaccurate, the DOE- EPRED notifies the applicant through email and requests for the resubmission of the	N/A	Two (2) Working Days	DOE-EPRED PELP Evaluator II

the applicant may submit the accomplished forms and other documentary requirements to DOE- EPRED. - Resubmission of documents will automatically reset the processing time and the application will be subjected to re-	required document and/or data.			
evaluation.				
	3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the company in the PELP Company Registry. DOE-EPRED notifies the applicant of the approval of application through email.	N/A	One (1) Working Day	DOE-EPRED PELP Evaluator II
4. The Applicant receives the email notification for the approval of their Company Registration application, together with the temporary credentials for their PELP Account.	N/A	N/A	N/A	N/A
Total Number of Days		3 Wo	orking days	



Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for registration of air conditioner product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Air Conditioners must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)					
Classification:	Complex Transaction					
Type of Transaction:	Government-2-Citizen, Government-2-Business					
Who may avail:	All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.					
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.					
	The PELP was established through Department Circular DC2020-06- 0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy- Consuming Products (ECP)".					
CHECKLIST OF REQU	UIREMENTS WHERE TO SECURE					
1. Certified true copy of a provided by a testing funder ISO 17025 or in cocking accorditation.	acility accredited the process of					
seeking accreditation, o laboratory recognized by Energy (DOE-RTL). Thi	that are ISO 17025-accredited.					

2.	applicable to both com third-party laboratories. (The validity of Test Conditioners shall be one date of issuance) Certificate of ISO 17025 Certificate of Ongoing Accreditation of the Labora the submitted Test Report The Company must mark "Certified True Copy"	Report for Air (1) year from the Accreditation or Application for atory that provided	Ac	•	nd Industry – Philippine (DTI-PAB) accredited
3.	Scope of Accreditation Laboratory that provided th Report, covering the spect applicable (as stated in the Guidelines for Air Condition The Company must ma Accreditation as "Certified Note: Maximum size for documents per field is 10 h	the submitted Test ific test standards the Implementing ners) for the ECP. rk the Scope of True Copy."			
4.	Company's Certified Tru		•	•••	ate form available at the
5.	Appendix E: Declaration of Product Specifications (with		PELP Sys	tem during Product	Registration)
	Note: Maximum size for up per field is 5MB.	loading of images	Applicant		
6.	Duly accomplished Proc Online Form	luct Registration			
	Payment-related Documer	nts	DOE		
	a. Order of Paymentb. Payment Confirmation		Bank or O	nline Payment Faci	lity
	c. Official Receipt		Departme	nt of Energy – Treas	sury Division (DOE-TD)
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre	e-application Process				
	1. The Applicant requests for an Order of Payment (OoP) for Product	1.1 The DOE issues the Order of Payment to	N/A	N/A	DOE-EPRED PELP Evaluator I

Registration (online)	the Applicant			DOE-AD
through the PELP	through e-			
System Payment	mail.			
Module.	For OoP			DOE-TD
(https://www.pelp.do	requests			
	-			
<u>e.gov.ph</u>)	made directly			
	at the DOE-			
In case the PELP	TD, the DOE-			
	TD issues			
System is not	the OoP			
available, the	directly to the			
Applicant shall	Applicant.			
request the Order of				
Payment at the				
DOE-Treasury				
Division (DOE-TD) at				
the DOE Office.				
the DOE Office.				
2. The Applicant pays	2.1 The DOE	PhP	N/A	DOE-TD
the registration fee	issues the	300.00	1 1/7 1	00210
5				
and submits the	Official	per		DOE-EPRED PELP
certified true copy of	Receipt	product		Evaluator I
payment	(OR) to the	model		Evaluator
confirmation through	applicant			
email.	through e-			
	mail (for			
	online			
	transaction)			
	or at the			
	DOE Office			
	(for physical			
	transaction)			
Application Process				
O The end lie est fills ext	04005	N1/A	O(x, x)	
3. The applicant fills out	3.1 DOE-	N/A	Six (6)	DOE-EPRED PELP
the Product	EPRED		Working Days	Evaluator II
Registration Form	evaluates		Working Days	
(online) through the	the			
PELP System	completenes			
(https://www.pelp.do	s and			
e.gov.ph) and	correctness			
uploads the	of the			
-	submitted			
requirements				
specified in the	documents			
above Checklist.	(based on			
	the PELP			
Note:	Implementin			
	g Guidelines			
• In case the PELP	for Air			
System is	Conditioners			
0,00011 10	2 511011010	l		

unavailable, the) and informs		[
applicant may submit the accomplished forms and other requirements to DOE-EPRED.	the applicant on the results of the evaluation through an email notification.		
 Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation. 	If the submitted documents are incomplete or inaccurate, the DOE- EPRED notifies the applicant through email and requests for the resubmissio n of the required document and/or data.		
	3.2 If evaluated as complete and correct, DOE- EPRED shall approve the Application and include the product model in the PELP Product Registry. DOE-EPRED shall inform the applicant	One (1) Working Day	DOE-EPRED PELP Evaluator II

	of the approval of their product registration application through email.			
4. The Applicant receives the email notification for the approval of their Product Registration application.	N/A	N/A	N/A	N/A
Total Number of Days		7 w	orking days	



Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for registration of Refrigerating Appliances product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Refrigerating Appliances must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency Enforcement Divis	y and Conservation Performance Regulation and sion (EPRED)			
Classification:	Complex Transac	tion			
Type of Transaction:		izen, Government-2-Business			
Who may avail:	•	anufacturers and Distributors of Energy-Consuming must register their product models through the PELP			
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.				
	The PELP was established through Department Circular DC2020-06- 0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy- Consuming Products (ECP)".				
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
 Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy (DOE-RTL). This requirement 		Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.			

Refrigerating Appliances The Company must ma Accreditation as "Certifie	(The validity of rating Appliances and six (6) months be. Accreditation or Application for Laboratory that Test Report ark the certificate of the Testing ed the submitted the specific test as stated in the idelines for b) for the ECP.	Aco		nd Industry – Philippine (DTI-PAB) accredited
Note: Maximum size a documents per field is 1	• •			
 Company's Certified Tr Appendix E: Declarat Models 		-	nt of Energy (templa tem during Product	ate form available at the Registration)
Note: Maximum size i images per field is 5MB.	 5. Product Specifications (with photos) Note: Maximum size for uploading of images per field is 5MB. 6. Duly accomplished Product Registration 			
7. Payment-related Documents a. Order of Payment b. Payment Confirmation c. Official Receipt			nline Payment Faci nt of Energy – Trea	lity sury Division (DOE-TD)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-application Process				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration	1.1 The DOE issues the Order of Payment to	N/A	N/A	DOE-EPRED PELP Evaluator I

(online) through the PELP System Payment Module.	the Applicant through e- mail.			DOE-AD
(<u>https://www.pelp.doe</u> <u>.gov.ph</u>)	For OoP			DOE-TD
In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE- Treasury Division (DOE-TD) at the DOE Office.	requests made directly at the DOE- TD, the DOE- TD issues the OoP directly to the Applicant.			
 The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email. 	2.1 The DOE issues the Official Receipt (OR) to the applicant through e- mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	DOE-TD DOE-EPRED PELP Evaluator I
Application Process				
 3. The applicant fills out the Product Registration Form (online) through the PELP System (<i>https://www.pelp.doe</i>.gov.ph) and uploads the requirements specified in the above Checklist. Note: In case the PELP System is unavailable, the applicant may submit the 	3.1 DOE- EPRED evaluates the completenes s and correctness of the submitted documents (based on the PELP Implementin g Guidelines for Refrigerating Appliances)	N/A	Six (6) Working Days	DOE-EPRED PELP Evaluator II

oocerer liek I fer		I		
accomplished forms and other requirements to DOE- EPRED. • Resubmission of documents will automatically reset the processing time and the application will be subjected to re- evaluation.	and informs the applicant on the results of the evaluation through an email notification. If the submitted documents are incomplete or inaccurate, the DOE- EPRED notifies the applicant through email and requests for the resubmissio n of the required document and/or data.			
	3.2 If evaluated as complete and correct, DOE- EPRED shall approve the Application and include the product model in the PELP Product Registry. DOE-EPRED shall inform the applicant		Dne (1) ırking Day	DOE-EPRED PELP Evaluator II

	of the approval of their product registration application through email.				
 The Applicant receives the email notification for the approval of their Product Registration application. 	N/A	N/A	N/A	N/A	
Total Number of Days		7 w	orking days	·	



Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for registration of Television Sets product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Television Sets must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency a Enforcement Division	nd Conservation Performance Regulation and (EPRED)			
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Citizer	, Government-2-Business			
Who may avail:	-	acturers and Distributors of Energy-Consuming at register their product models through the PELP			
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.				
	The PELP was established through Department Circular DC2020-06- 0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy- Consuming Products (ECP)".				
CHECKLIST OF REQ	QUIREMENTS WHERE TO SECURE				
 Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy 		Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.			
(DOE-RTL). This requir					

 both company-owned and third-party laboratories. (The validity of Test Report for Television Sets shall be one (1) year from the date of issuance) 2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report 	b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
The Company must mark the certificate as "Certified True Copy"	
 Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Television Sets) for the ECP. 	
The Company must mark the Scope of Accreditation as "Certified True Copy"	
Note: Maximum size for uploading of documents per field is 10 MB.	
4. Company's Certified True Copy of the Appendix E: Declaration of Generic Models	Department of Energy (template form available at the PELP System during Product Registration)
5. Product Specifications (with photos)	Applicant
Note: Maximum size for uploading of images per field is 5MB.	
6. Duly accomplished Product Registration Online Form	
7. Payment-related Documents	DOE
a. Order of Paymentb. Payment Confirmation	Bank or Online Payment Facility
c. Official Receipt	Department of Energy – Treasury Division (DOE- TD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
Pre-application Process				
1. TheApplicant requests for an Order of Payment (OoP) for Product Registration 	1.1 The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.	N/A	N/A	DOE-EPRED PELP Evaluator I DOE-AD DOE-TD
the registration fee and submits the certified true copy of the payment confirmation through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	DOE-TD DOE-EPRED PELP Evaluator I
Application Process				
3. The applicant fills out the Product Registration Form (online) through the PELP System (https://www.pelp.doe. gov.ph) and uploads	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the	N/A	Six (6) Working Days	DOE-EPRED PELP Evaluator II

the requirements specified in the above Checklist.	PELP Implementing Guidelines for Television Sets)		
 Note: In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE- EPRED. Resubmission of documents will automatically reset the processing time and the application will be subjected to re- evaluation. 	and informs the applicant on the results of the evaluation through an email notification. If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.		
	3.2 If evaluated as complete and correct, DOE- EPRED shall approve the Application and include the product model in the PELP Product Registry. DOE-EPRED shall inform the applicant of the approval of their product	One (1) Working Day	DOE-EPRED PELP Evaluator II

	registration application through email.			
 The Applicant receives the email notification for the approval of their Product Registration application. 	N/A	N/A	N/A	N/A
Total Number of Days	<u>.</u>	7 workii	ng days	



Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for registration of Lighting Products product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Lighting Products must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)				
Classification:	Complex Transaction	n			
Type of Transaction:	Government-2-Citize	en, Government-2-Business			
Who may avail:	•	ufacturers and Distributors of Energy-Consuming ust register their product models through the PELP			
	Conservation Performance (EPRED) is mandar Program (PELP), wh shift in consumer be	blic Act No. 11285, the Energy Efficiency and brmance Regulation and Enforcement Division ted to implement the Philippine Energy Labeling ich aims to transform the market and encourage the havior towards the use of energy efficient products empowering them through the information displayed s of sale.			
	The PELP was established through Department Circular DC2020-06- 0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy- Consuming Products (ECP)".				
CHECKLIST OF REQU	JIREMENTS WHERE TO SECURE				
 Certified true copy of provided by a testing under ISO 17025 or in th accreditation, or from recognized by the De (DOE-RTL). This requi 	f a valid test report g facility accredited he process of seeking a testing laboratory epartment of Energy				

to both company-owned and third-party	b. Department of Trade and Industry -
laboratories.	Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
(The validity of Test Report for Lighting Products shall be two (2) years from the date	
of issuance)	
2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report	
The Company must mark the certificate as "Certified True Copy"	
3. Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Lighting Products) for the ECP.	
The Company must mark the Scope of Accreditation as "Certified True Copy"	
Note: Maximum size for uploading of documents per field is 10 MB.	
4. Company's Certified True Copy of the Appendix E: Declaration of Generic Models	Department of Energy (template form available at the PELP System during Product Registration)
5. Product Specifications (with photos)	Applicant
Note: Maximum size for uploading of images	Applicant
<i>per field is 5MB.</i>6. Duly accomplished Product Registration	-
Online Form	
 Payment-related Documents Order of Payment 	DOE
 b. Payment Confirmation c. Official Receipt 	
	Bank or Online Payment Facility
	Department of Energy – Treasury Division (DOE- TD)

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
Pre-application Process				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (https://www.pelp.doe.	issues the Order of Payment to the Applicant through e-mail.	N/A	N/A	DOE-EPRED PELP Evaluator I DOE-AD DOE-TD
<i>gov.ph</i>) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.	For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.			
2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	DOE-TD DOE-EPRED PELP Evaluator I
Application Process	I			
3. The applicant fills out the Product Registration Form (online) through the PELP System (https://www.pelp.doe. gov.ph) and uploads	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the	None	Six (6) Working Days	DOE-EPRED PELP Evaluator II

the requirements	PELP		
the requirements specified in the above Checklist.	PELP Implementing Guidelines for Lighting		
Note:	Products) and informs the		
 In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE- EPRED. 	applicant on the results of the evaluation through an email notification.		
• Resubmission of documents will automatically reset the processing time and the application will be subjected to re- evaluation.	documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.		
	3.2 If evaluated as complete and correct, DOE- EPRED shall approve the Application and include the product model in the PELP Product Registry.	One (1) Working Day	DOE-EPRED PELP Evaluator II
	DOE-EPRED shall inform the applicant of the approval of their product		

	registration application through email.			
 The Applicant receives the email notification for the approval of their Product Registration application. 	N/A	N/A	N/A	N/A
Total Number of Days		7 worki	ng days	



Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for Energy Label Issuance under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request for an issuance of Energy Label through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and			
	Enforcement Division	(EPRED)		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen	, Government-2-Business		
Who may avail:	•	cturers and Distributors of Energy-Consuming request for an issuance of Energy Label through the		
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.			
	The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".			
CHECKLIST OF REG	QUIREMENTS	WHERE TO SECURE		
1. Energy Label Issuance	Ince Online Form Department of Energy			
	(template form available at the PELP System: https://www.pelp.doe.gov.ph)			
2. Payment-related Docu a. Order of Paym		DOE		

b. Payment Confirmationc. Official Receipt			e Payment Facility f Energy – Treasur	
Note: Maximum size f documents per field is				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-application Process				
 The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (<u>https://www.pelp.doe.</u> gov.ph) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office. 	 1.1 The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant. 	N/A	N/A	DOE-EPRED PELP Evaluator I DOE-AD DOE-TD
 2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email. Application Process 3. The applicant fills out the payment content of the payment content of the payment content of the payment confirmation through email. 	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A Two (2)	DOE-TD DOE-EPRED PELP Evaluator I DOE-EPRED
the Energy Label Issuance Online Form through the PELP	evaluates the completeness and correctness		Working Days	PELP Evaluator II

Questa es]
System	of the submitted			
(https://www.pelp.doe.g	documents and			
ov.ph) and uploads the	informs the			
requirements specified	applicant on the			
in the above Checklist.	results of the			
	evaluation			
Note:	through an email			
, in and the DELD	notification.			
In case the PELP				
System is				
unavailable, the	If the submitted			
applicant may submit	documents are			
the accomplished	incomplete or			
forms and other	inaccurate, the			
requirements to	DOE-EPRED			
DOE-EPRED.	notifies the			
	applicant through			
Deputration	email and			
Resubmission of	requests for the			
documents will	resubmission of			
automatically reset	the required			
the processing time	document.			
and the application				
will be subjected to				
re-evaluation.				
	3.2 If evaluated as	N/A	One (1)	DOE-EPRED
	complete and		Working Day	PELP
	correct, DOE-		Working Day	,,
	EPRED shall			Evaluator III
	issue the Energy			
	Label through the			
	PELP System			
	and will notify the			
	applicant on the			
	availability of the			
	Energy Label			
	through email.			
4. The Applicant	N/A	N/A	N/A	N/A
receives the email				
notification for the				
issuance of their				
Energy Label.				
The applicant shall				
download, print, and				

attach the Energy			
Label to the			
prescribed location,			
as stated in the			
PELP Implementing			
Guidelines.			
Total Number of Days	3 Worl	king days	



Issuance of Energy Label Equivalent or Certificate of Exemption (COE) for Product Registered under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of application for Energy Label Equivalent or Certificate of Exemption (COE) under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request an Energy Label Equivalent or COE through the PELP System for products that is for depletion in the market, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	••• ·	Conservation Performance Regulation and			
	Enforcement Division	(EPRED)			
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Citizen	, Government-2-Business			
Who may avail:	•	facturers and Distributors of Energy-Consuming request an issuance of through the PELP System.			
	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale. The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products				
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
1. Energy Label Equivalen	t or COE Online Form	Department of Energy			
		(template form available at the PELP System: <u>https://www.pelp.doe.gov.ph</u>)			
2. Payment-related Docun	nents	DOE			
a. Order of Paymer b. Payment Confirm		Bank or Online Payment Facility			
c. Official Receipt		Department of Energy – Treasury Division (DOE- TD)			

	<i>Maximum size for</i> ents per field is 1				
CLIEN	T STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-application	n Process				
for an Or (OoP) Registrat through System Module. (<u>https://w</u> <u>ov.ph</u>) In case System the Aj request Payment Treasury	the PELP Payment	 1.1 The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant. 	N/A	N/A	DOE-EPRED PELP Evaluator I DOE-AD DOE-TD
registrati submits	on fee and the certified true the payment	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	DOE-TD DOE-EPRED PELP Evaluator I
Application Pr	ocess	,			I
Energy L or COE through System (<i>https://w</i> <i>ov.ph</i>) a requirem	icant fills out the abel Equivalent Online Form the PELP www.pelp.doe.g nd uploads the ents specified ove Checklist.	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation	N/A	Two (2) Working Days	DOE-EPRED PELP Evaluator II

Note:In case the PELP System is unavailable, the applicant may submitsubmitthe applicantaccomplishedforms andother requirements to DOE- EPRED.ResubmissionResubmissionof documentswill automatically reset the processing time and the application will be subjected to re- evaluation.	through an email notification. If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document.			
	3.2 If evaluated as complete and correct, DOE- EPRED shall issue the Energy Label Equivalent or COE through the PELP System and will notify the applicant on the availability of the Energy Label Equivalent or COE through email.	N/A	One (1) Working Day	DOE-EPRED PELP Evaluator III
 4. The Applicant receives the email notification for the issuance of their Energy Label Equivalent or COE. The applicant shall download, print, and attach the Energy Label Equivalent or COE to the prescribed 	N/A	N/A	N/A	N/A

location, as stated in the PELP Implementing Guidelines.		
Total Number of Days	3 W	orking days



Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)

Note: This process is ISO Certified.

Service Information: Online submission and processing of the application for recognition of testing laboratory (RTL) under the Philippine Energy Labeling Program. DOE-RTLs will serve as support infrastructures to facilitate energy performance verification testing of energy-consuming products. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Co Division (EPRED)	onservation Performance Regulation and Enforcement			
Classification:	Highly Technical Transac	tion			
	0,				
Type of Transaction:	Government-2-Citizen, Government-2-Business				
Who may avail:	Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP) may apply for recognition under the PELP.				
	Performance Regulation implement the Philippin transform the market and use of energy efficient put the information displayed Through Department Circ of testing Laboratories for Efficiency of Energy-Co	ct No. 11285, the Energy Efficiency and Conservation and Enforcement Division (EPRED) is mandated to e Energy Labeling Program (PELP), which aims to d encourage the shift in consumer behavior towards the roducts and technologies by empowering them through in the labels at points of sale. cular DC2022-03-0005, "Guidelines for the Recognition r the Examination, Testing, and Verification of the Energy nsuming Products (ECPs) and the Fuel Efficiency of iding the Issuance of Certificate of Endorsement to the I) for Fiscal Incentives".			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE			
	sting Laboratory Form	DOE-EPRED, DOE Website			
 Payment-related Documents a. Order of Payment 		DOE			
b. Payment (•	Bank or Online Payment Facility			
c. Official Re	Department of Energy – Treasury Division (DOE-TD)				
3. PELP Forms		Department of Energy			

	the terms recognition b. Letter representa c. Location n d. Organizati e. List of pers f. List of e	nap	Circular No. DC2022-03-0005)		
	5. BIR Certificate of	Registration	Bureau of Intern		
		Certificate or proof of	Department of T	rade and Industry -	- Philippine
	ongoing application	on for PAB accreditation	Accreditation Bu		DEDOON
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applicant submits accomplished application form and other requirements specified in the checklist above. <i>Note:</i> <i>Resubmission of</i> <i>documents will</i> <i>automatically reset</i> <i>the processing time</i> <i>and the application</i> <i>will be subjected to</i>	1.1 DOE-EPRED acknowledges the receipt of application through email.	N/A	One (1) Working Day	DOE-EPRED
	will be subjected to re-evaluation.	1.2 DOE-EPRED shall determine the completeness of the application documents and informs the applicant of the result of the evaluation through email. If submitted documents are		One (1) Working Day	DOE-EPRED SRS II / Sr. SRS

			1	
	incomplete, the DOE-EPRED requests for the resubmission of the required document and/or data. If the evaluated documents are complete, DOE- EPRED shall inform the applicant to proceed with the payment process.			
2. The Applicant requests for an Order of Payment (OoP) and pays the corresponding amount indicated in the Order of Payment	2.1 The DOE issues the Order of Payment and Official Receipt to the applicant through e-mail.	PhP 20,000.00	N/A	DOE-AD
3. The Applicant submits the OoP and Official Receipt to DOE-EPRED	3.1 DOE-EPRED verifies the payment and schedules the on-site assessment of the testing facility.	N/A	One (1) Working Day	DOE-EPRED SRS I / SRS II
 Applicant shall confirm the schedule for the on- site assessment to DOE-EPRED. 	4.1 DOE-RTL Assessment Team proceeds to the testing facility to conduct on-site inspection.	N/A	Fifteen (15) Working days	DOE-RTL Assessment Team composed of EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts
	4.2 DOE-EPRED shall prepare an Assessment Report.	N/A		DOE-RTL Assessment Team composed of

	If the applicant failed to meet the requirements/ standards, DOE- EPRED informs the applicant through email of the deficiency or non- conformity for appropriate corrective action. If assessed as compliant, the DOE- EPRED shall recommend the recognition of the testing facility to the EUMB Director. 4.3 EUMB Director. 4.3 EUMB Director issues the Certificate of Recognition or disapproves the application based	N/A	2 Working days	EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts
	on the findings and recommendation from the DOE-RTL Assessment Team.			
	4.4 DOE-EPRED notifies the applicant through email of the result of the application.	N/A		DOE-EPRED SRS I / SRS II / Sr. SRS
5. The Applicant receives the email notification for the approval of application and recognition of their testing laboratory.	N/A	N/A	N/A	N/A
Total Number of Days		20 W	orking days	



ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION (EPMPD)

PROCESSES

- 1. Issuance of Certificate for Registered Energy Service Company (ESCO)
- 2. <u>Issuance of Certificate for Certified Energy Auditor (CEA)</u>
- 3. <u>Issuance of Certificate for Certified Energy Conservation Officers (CECO)</u>
- 4. Issuance of Certificate for Certified Energy Manager (CEM) (ISO Certified)
- 5. Issuance of Certificate for Certified Energy Service Company (ESCO)
- 6. <u>Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified</u> <u>Energy Auditors (CEA)</u>
- 7. <u>Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified</u> <u>Energy Manager (CEM)</u>
- 8. <u>Processing of Application for the Endorsement to BOI of Energy Efficiency Projects</u> for Fiscal Incentives
- 9. <u>Processing of Application for the Endorsement to BOI of Energy Efficiency</u> <u>Strategic Investments for Fiscal Incentives</u>
- 10. <u>Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole</u> <u>Proprietorship (FPCS) as Certified Energy Auditor (CEA)</u>



Issuance of Certificate for Registered Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Legal Basis: DC2020-09-0018

Cla Ty	fice or Division assification pe of Transaction no may avail	 Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) Complex Government-2-Business Energy Service Companies (ESCO) seeking accreditation for professional services to DOE for the first time that meets the 		
		minimum of requirements	on legal and technical capacity.	
	CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
2.	 Assurances Form (Annex A) 2. One (1) Certified True Copy of the Documents on Corporate Personality 3. For sole proprietorship entity, the following 		Form can be secured from the DOE website or through this link: <u>https://bit.ly/ESCO_Downloads</u>	
 b. For sole proprietorship critity, the following documents are required: One (1) copy of Business registration One (1) copy of Business permit 4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: One (1) copy of Business registration One (1) copy of Business permit 		Business permit ership and joint venture are the requirements, as Business registration	Client/Applicant	

	iii. One (1) copy of	SEC registration			
	iv. One (1) copy of Articles of incorporation				
5. 6.	Profile/Background (Annex B)				
	officers, personnel a	ncludes list of names of nd their position in the nergy auditors, and the ure (Annex C)			
7.	One (1) duly accomp Audit equipment and instruments including calibration (Annex D)	lished List of Energy other similar testing the date of its last			
8.	One (1) Copy of proc Application Fee	of of payment for the	Order of	payment will be pro EPMPD	ovided by the
	CLIENT STEPS	AGENCY ACTIONS	TO BE PROCESSING RESI		PERSON RESPONSI BLE
1.	Submission of required documents to <u>https://bit.ly/ESCO_A</u> <u>pplication</u>	1.1. Assessment of the completeness and acceptability of the submitted documents.			
		1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation.	N / A	N / A	Staff, EPMPD
		1.1.2 Unqualified applicant shall be notified of the denial of their application through email.			
		1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD			

Note: Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the	will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application.			
the denial of the application on the 8 th day.	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall endorse the application to Legal Services – General Legal Services Division (LS-GLSD) for legal evaluation. If the application failed the technical evaluation 	N/A	3 Working Days	Staff, EPMPD

	-	 	
	based on the accepted documents, the EPMPD shall inform the applicant on the disapproval of the application. 3. Conduct of legal evaluation on the endorsed application from EPMPD. 3.1 If the application successfully passed the legal evaluation based on the endorsed documents from EPMPD, the LS shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. An order of payment will also be issued by the EPMPD. 3.2 If the application failed the legal evaluation based on the endorsed documents from EPMPD, the LS shall send a memorandum to EPMPD, the LS shall send a memorandum to EPMPD, the LS shall send a memorandum to EPMPD, providing the failed result of the legal evaluation. EPMPD will allow a one-time rectification to submit the necessary documents/information within seven (7) working days from the		Staff, GLSD Staff, EPMPD
	the necessary documents/ information		
Note:			
Should the applicant comply/provide the requested documents/ information within seven (7) working days from			

notification, the EPMPD shall endorse the documents to LS for re- evaluation. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.			
	 4. Conduct of re- evaluation on the endorsed application from EPMPD. 4.1 If the application successfully passed the re-evaluation based on the endorsed documents from EPMPD, the GLSD shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. An order of payment will also be issued by the EPMPD. 4.2 If the application failed the re-evaluation based on the endorsed documents from EPMPD, the GLSD shall send a memorandum to EPMPD, providing the failed result of the re- evaluation. EPMPD shall notify the applicant of the disapproval of the application. 	Processing time will be reset in reference to the number of days set by the DOE for technical and legal evaluation	Staff, GLSD Staff, EPMPD

5. Payment of the application fee <i>Note:</i>	5.1 Acknowledgement and validation of the submitted proof of payment.			
The applicant must upload/submit their proof of payment to the identified online platform of the DOE.		Dha		Staff,
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.		Php 15,000		EPMPD
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	 5.1.1 Application with valid proof of payment will be endorsed to the EUMB Director for the signing of their e-certificate. 5.1.2 Application with erroneous proof of 			
	payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify.	N/A	2 Working Days	Staff, EPMPD
	Failure to rectify payment within the allowed number of days will lead to the nullification of the			

of their application through email.		1 Working Day	EPMPD
7. EPMPD to notify applicant on the approval	N/A	1 Morting Day	Staff,
 Signing of the e- certificate by the EUMB Director. 		1 Working Day	Director, EUMB
5.2 Endorsement of the e- certificate and letter of compliance to the EUMB Director.			
application on the 4 th day. The applicant will be informed of the nullification through an email.			



Issuance of Certificate for Certified Energy Auditor (CEA)

Certified Energy Auditor (CEA) are individuals who evaluates energy consumption and review current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)			
Classification	Complex			
Type of Transaction	Government-2-Business			
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0006.			s under the
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			CURE
1. One (1) Duly Accompli (Annex B)	shed CEA Application Form	orm Form can be secured from the DO or through this link: https://bit.ly/DOE_DConCE		link:
 (if applicable) One (1) Original Cop duly certified by the h management head o 	One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office One (1) Certified True Copy of Diploma and/or		Client/Applicant	
•	. One (1) Copy of proof of payment for the		of payment will be EPMPD	provided by the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAIDPROCESSING PROCESSING TIMEPERSON RESPONSIE		
1. Submission of required documents to https://bit.ly/Apply_C EA	1.1. Assessment of the completeness and acceptability of the submitted documents.	1		
	1.1.1 Qualified applicants with complete and acceptable documents shall			

	proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their	
	application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within	
Note: Should the applicant comply/provide the requested documents/ information within seven	seven (7) working days from the date of notification to proceed with the processing of the application.	
 (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, 		

the denial of the application				
on the 8 th day.				
applica 2.1 If succe the te based docu EPMI the a email order also EPMI 2.2 If the the te based docu	ion on the te and accepted tion. he application ssfully passed chnical evaluation on the accepted nents, the PD shall inform pplicant through of the results. An of payment will be issued by the PD. application failed chnical evaluation on the accepted nents, the PD.	N/A	3 Working Days	Staff, EPMPD
	wledgement and tion of the tted proof of	Php 1,000		Staff, EPMPD

nullify their application on the 11 th day.				
	 3.1.1.Application with valid proof of payment will be endorsed to the Office of the Director for the signing of ecertificate. 3.1.2.Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to 		2 Working Days	
	rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4 th day.	N/A		Staff, EPMPD
	The applicant will be informed of the nullification through an email.			
	3.2. Endorsement of the e- certificate and letter of compliance to the Office of the Director.			
	 Signing of the e- certificate and letter of compliance by the EUMB Director. 	N/A	1 Working Day	Director, EUMB
	 EPMPD to notify applicant on the approval of their application through email. 		1 Working Day	Staff, EPMPD
Total number of days	:	7	Working Days	



Issuance of Certificate for Certified Energy Conservation Officer (CECO)

Certified Energy Conservation Officers (CECO) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall support Certified Energy Manager for the supervision and maintenance of the facilities of Type 1, Type 2 and Type 3 Designated Establishments for the proper management of energy consumption.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)				
Classification	Complex				
Type of Transaction	Government-2-Business				
Who may avail	Duly certified individuals v Department Circular DC2	who satisfies the requirements under the 022-03-0007.			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. One (1) duly accomp Form (Annex A)	lished CECO Application	Form can be secured from the DOE website or through this link: <u>https://bit.ly/DOE_DConCECO</u>			
Conservation Officer 3. One (1) copy of Ender head of a Type 1, Ty Designated Establish information: a. Company Header b. Complete name c. Position/Designated by company header delegated official sign on behalf of head/president	ing functions of Energy (Annex B) orsement Letter from the pe 2 and Type 3 ment with the following er of applicant tion of applicant Signed d/president or any I that has the authority to the company e Copy of any academic raduates of K-12	Client/Applicant			

Transcript of Re 5. At least one (1) Programs attend Management or	Mathematics (STEM), cords and/or Diploma copy of Seminar/Training ed related to Energy nandling of facilities proof of payment for the	Order	of payment will be EPMPD	provided by the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documer to https://bit.ly/Apply ECO	accentability of the	N / A	N / A	Staff, EPMPD

Note:				
Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2.				
Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD shall inform the application failed the technical evaluation based on the accepted documents, the EPMPD. 	N/A	3 Working Days	Staff, EPMPD
3. Payment of the application fee <i>Note:</i>	application. 3.1 Acknowledgement and validation of the submitted proof of payment.	Php 1,000		Staff, EPMPD

The applicant must upload/submit their proof of payment to the identified online platform of the DOE.				
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.				
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	3.1.1 Application with valid proof of payment will be endorsed to the Office of the Director for the signing of the e-certificate.		2 Working Days	
	3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify.	N/A		Staff, EPMPD
	Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4 th day.			

Total number of days:		7 Working Days	
5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	Staff, EPMPD
 Signing of the e- certificate and letter of compliance by the EUMB Director. 	N/A	1 Working Day	Director, EUMB
The applicant will be informed of the nullification through an email. 3.2 Endorsement of the e- certificate and letter of compliance to the EUMB Director.			



Issuance of Certificate for Certified Energy Manager (CEM)

Note: This process is ISO Certified.

Certified Energy Managers (CEM) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be chosen by a Type 1, Type 2 and Type 3 designated establishments to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organizations.

Office or Division		Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)				
Classification	Complex					
Type of Transaction	Government-2-Business					
Who may avail	Duly certified individuals Department Circular DC2	who satisfies the requirements under the 022-03-0008.				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE				
1. One (1) duly acco Form (Annex E)	nplished CEM Application	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM				
 applicant in dischat Manager (Annex F 3. One (1) Certified T the Professional R applicable) 4. One (1) Certified T Transcript of Reco 5. One (1) copy of En head of a Type 1, Designated Estable information: a. Company Hea b. Complete nam c. Position/Designated 	rue Copy of license from egulatory Commission (if rue Copy of Diploma and rds. dorsement Letter from the Type 2 and Type 3 shment with the following der	Client/Applicant				

sign on behalf of head/president 6. One (1) Copy of Proc certified by the huma head or similar office 7. One (1) Copy of Spec	of of Experience duly n resource management cialized and/or refresher ized Training Institution	Order of	payment will be pro EPMPD	ovided by the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
required documents to https://bit.ly/Apply_ CEM	 1.1. Assessment of the completeness and acceptability of the submitted documents. 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed 	N / A	N / A	Staff, EPMPD

	with the processing of the application.			
Note:				
Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2.				
Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD. 	N/A	3 Working Days	Staff, EPMPD
3. Payment of the application fee	application. 3.1. Acknowledgement and validation of	Php 1,000		Staff, EPMPD

	the submitted proof			
Note:	of payment.			
The applicant must upload/submit their proof of payment to the identified online platform of the DOE.				
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.				
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	 3.1.1 Application with valid proof of payment will be endorsed to the OD for the signing of the e-certificate. 3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. 	N/A	2 Working Days	Staff, EPMPD

Total number of days:	7 V	orking Days	
5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	Staff, EPMPD
4. Signing of the e- certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	Director, EUMB
The applicant will be informed of the nullification through an email. 3.2 Endorsement of the e- certificate and letter of compliance to the EUMB Director.			



Issuance of Certificate for Certified Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Offic	ce or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)				
Clas	ssification	Highly Technical				
Тур	e of Transaction	Government-2-Business				
Who	o may avail	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance results-based projects savings experience and with proven custom experiences.				
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
	 One (1) duly accomplished ESCO Application Assurances Form (Annex A) 		Form can be secured from the DOE website or through this link: <u>https://bit.ly/ESCO_Downloads</u>			
0 3. F d 4. F a	on Corporate Person For sole proprietorsh locuments are required i. One (1) copy of l ii. One (1) copy of l For corporate, partne entities, the following applicable:	ip entity, the following red: Business registration Business permit ership and joint venture are the requirements, as Business registration Business permit	Client/Applicant			

	iv. One (1) copy of	Articles of incorporation			
5.	One (1) duly accomplished Company Profile/Background (Annex B)				
6. 7. 8. 9.	officers, personnel at company including e organizational structu One (1) duly accomp Audit equipment and instruments including calibration (Annex D) One (1) duly accomp Efficiency Projects un three (3) years (Anne	ncludes list of names of nd their position in the nergy auditors, and the ure (Annex C) lished List of Energy other similar testing g the date of its last blished List of Energy ndertaken in the last ex E) ted financial statement in			
10.	0. One (1) Copy of proof of payment for the Application Fee		Order of payment will be provided by t EPMPD		ovided by the
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
1.	Submission of required documents to <u>https://bit.ly/ESCO_A</u> <u>pplication</u>	1.1. Assessment of the completeness and acceptability of the submitted documents.			
		1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the	N / A	N / A	Staff, EPMPD

Note:Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2.Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.	assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application.			
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall endorse the application to Legal Services – General Services Division (LS- GLSD) for legal evaluation and to Financial Services – Power Compliance 	N/A	3 Working Days	Staff, EPMPD

		<u> </u>		
	Division (FS-PCD) for			
	financial evaluation.			
	2.2 If the application failed			
	the technical evaluation			
	based on the accepted			
	documents, the			
	EPMPD shall inform			
	the applicant on the			
	disapproval of the			
	application.			
	3 Conduct of legal and			
	financial evaluation on			
	the endorsed application			
	from EPMPD.			
	3.1 If the application			
	successfully passed			
	the legal and technical			
	evaluation based on			
	the endorsed			
	documents from			
	EPMPD, the GLSD and			
	PCD shall send a			
	memorandum to			
	EPMPD			
	recommending the			
	further processing of			
	the application,			
	subsequently, the			
	EPMPD will inform the			
	applicant through			Staff,
	email. An order of			GLSD
	payment will also be			Staff,
	issued by the EPMPD.			PCD
	3.2 If the application failed			FCD
	the legal or financial	11/10-	king Dovo	0.5
	evaluation based on	4 9901	king Days	Staff,
	the endorsed			EPMPD
	documents from			
	EPMPD, the GLSD or			
	PCD shall send a			
	memorandum to			
	EPMPD, providing the			
	failed result of the legal			
	or technical evaluation.			
	EPMPD will allow a			
	one-time rectification to			
	submit the necessary			
	documents/ information			
	within seven (7)			
		I		L

	working dove from the		
	working days from the date of notification.		
Note:			
Note.			
Should the applicant			
comply/provide the			
requested documents/			
information within seven (7)			
working days from			
notification, the EPMPD			
shall endorse the documents to GLSD or			
PCD for re-evaluation.			
PCD for re-evaluation.			
Should the applicant fail to			
comply/provide the			
requested documents/			
information within seven			
(7) working days. The			
EPMPD shall inform the			
applicant, through email,			
the disapproval of the			
application on the 8 th day.			
	4 Conduct of re-evaluation		
	on the endorsed		
	application from EPMPD.		
	4.1 If the application		
	successfully passed		
	the re-evaluation of		
	GLSD and PCD based		
	on the endorsed		
	documents from		Stoff
	EPMPD, the GLSD and		Staff, GLSD
	PCD shall send a		GLSD
	memorandum to		04.54
	EPMPD recommending		Staff,
	the further processing of the application,		PCD
	subsequently, the	Processing time will	0
	EPMPD will inform the	be reset in	Staff,
	applicant through	reference to the	EPMPD
	email. An order of	number of days set	
	payment will also be	by the DOE for	
	issued by the EPMPD.	technical and legal	
	4.2 If the application failed	evaluation	
	the re-evaluation of		
	GLSD or PCD based on		
	the endorsed		
	documents from		
	EPMPD, the GLSD or		

application fee	 PCD shall send a memorandum to EPMPD, providing the failed result of the re-evaluation. EPMPD shall notify the applicant of the disapproval of the application. 5.1 Acknowledgement and validation of the submitted proof of payment. 			
Note: The applicant must upload/submit their proof of payment to the identified online platform of the DOE.				
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.		Php 30,000		Staff, EPMPD
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	5.1.1 Application with valid proof of payment will be endorsed to the DOE Secretary through the EUMB Director.			
	5.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3)	N/A	2 Working Days	Staff, EPMPD

 payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email. 5.2 Endorsement of the certificate to the DOE Secretary through the EUMB Director. 6 Signing of the certificate by the DOE Secretary. 7 EPMPD to notify 		10 Working Days	DOE Secretary
applicant on the approval of their application through email.	N/A	1 Working Day	Director, EUMB Staff, EPMPD



Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

"Recognized Training Institutions (RTI)" refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEA.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Classification	Highly Technical		
Type of Transaction	Government-2-Business		
Who may avail	Training Institutions who s Circular DC2022-03-0006	satisfy the requirements under the Department	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. One (1) Duly Accomp Form (Annex E)	olished RTI Application	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEA	
 Corporate Personalit 3. One (1) Certified True Ownership/Managem names of officers, perposition 4. One (1) Copy of Proce an actual training face 5. One (1) Copy of List 	e Copy of Corporate nent which includes list of rsonnel, and their of of ownership/lease of ility/building of equipment/ er instructional materials, ased e Copy of Business e Copy of Business of Lecturers/ Instructors se (if applicable)	Client/Applicant	

0. One (1) Original Copy of Training Plan for CEA with corresponding number of days and fees				
11. One (1) Copy of proc Application Fee	1. One (1) Copy of proof of payment for the Application Fee		of payment will be EPMPD	provided by the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
required documents to https://bit.ly/Apply_R TI	 1.1. Assessment of the completeness and acceptability of the submitted documents. 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application. 	N / A	N/A	Staff, EPMPD

notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD shall inform the application failed the technical evaluation based on the accepted documents, the EPMPD. 	N/A	16 Working Days	Staff, EPMPD
 3. Payment of the application fee Note: The applicant must upload/submit their proof of payment to the identified online platform of the DOE. 	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		Staff, EPMPD

The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	 3.1.1 Application with valid proof of payment will be endorsed to the Office of the Director for the signing of their e-certificate. 3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email. 3.2 Endorsement of the e-certificate and letter of 	N/A	2 Working Days	Staff, EPMPD

	compliance to the EUMB Director.			
4	 Signing of the e- certificate and letter of compliance by the EUMB Director. 	N/A	1 Working Day	Director, EUMB
5	. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	Staff, EPMPD
Total number of days:		20	Working Days	



Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

"Recognized Training Institutions (RTI)" refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEM.

Office or Division Classification Type of Transaction Who may avail	 Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) Highly Technical Government-2-Business Training Institutions who satisfy the requirements under the Department Circular DC2022-03-0008. 		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. One (1) Duly Accom Form (Annex B)	plished RTI Application	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM	
Corporate Personalit 3. One (1) Certified Tru Ownership/Managen of names of officers, position	e Copy of Corporate nent which includes list personnel, and their of of ownership/lease of ility/building of ies and other s, whether owned or e Copy of Business	Client/Applicant	

 One (1) Original Cop Lecturers/Instructors (if applicable) One (1) Copy of List One (1) Copy of Train corresponding number One (1) Copy of proc Application Fee 	with CVs/PRC License of trainings provided ning Plan for CEM with er of days and fees		of payment will be p EPMPD	provided by the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
required documents to https://bit.ly/Apply_R TI	 1.1. Assessment of the completeness and acceptability of the submitted documents. 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of 	N / A	N / A	Staff, EPMPD

Note:				
Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2.				
Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant on the disapproval of the application. 	N/A	16 Working Days	Staff, EPMPD
3. Payment of the application fee	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		Staff, EPMPD

Note:				
The applicant must upload/submit their proof of payment to the identified online platform of the DOE.				
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.				
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	 3.1.1 Application with valid proof of payment will be endorsed to the Office of the Director for the signing of their e-certificate. 3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, 		2 Working Days	
	etc.) shall be deemed invalid and will be given three (3) working days to rectify.	N/A		Staff, EPMPD
	Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4 th day.			
	The applicant will be informed of the			

	nullification through an email.			
	3.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	 Signing of the e- certificate and letter of compliance by the EUMB Director. 		1 Working Day	Director, EUMB
	 EPMPD to notify applicant on the approval of their application through email. 	N/A	1 Working Day	Staff, EPMPD
Total number of days:		20	Working Days	



Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)				
Classification	Highly Technical				
Type of Transaction	Government-2-Business	,			
Who may avail		ies / Companies with self-financed Energy d-Party Project Developers			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
For Energy Service	Company (ESCO) Initiate	ed Project			
 A) indicating the incentives, letter s The Director Energy Utilization Department of En Rizal Drive, Bonificity 2. One (1) duly according 	Application letter (Annex intent to avail of BOI should be addressed to: Management Bureau ergy Energy Center, acio Global City, Taguig mplished Application	Form can be secured from the DOE website			
· / · · ·	OOE issued Certificate of or Certified ESCO				
4. One (1) Copy of E	Energy Audit Report duly Registered or Certified	Client/Applicant			
5. One (1) Original F	Project Profile (Annex C)	Form can be secured from the DOE website			

6.	One (1) Copy of Project Contract or Energy Saving Performance Guarantee Contract	Client/Applicant
7.	One (1) copy of Proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project	Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.
F	or TPPD/Project SPV	
1.	One (1) Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:	
	The Director	
	Energy Utilization Management Bureau Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2.	One (1) duly accomplished Application Form (Annex B)	
3.	One (1) Certified True Copy of the Documents on Corporate Personality	
	For sole proprietorship entity, the following documents are required:	
	i. Business registration	
	ii. Business permits	
	For corporate, partnership and joint venture entities, the following documents are required:	Client/Applicant
	i. Business registration	
	ii. Business permits	
	iii. SEC registration	
	iv. Articles of incorporation	
4.	One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	

5	One (1) Conv of Project Profile (Annov C)	Form can be secured from the DOE website
5.	One (1) Copy of Project Profile (Annex C)	Form can be secured from the DOE website
6.	One (1) Copy of proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project	Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.
F	or Self-financed Projects	
1.	One (1) original application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:	
	The Director Energy Utilization Management Bureau Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2.	One (1) duly accomplished Application Form (Annex B)	
3.	One (1) Certified True Copy of the Documents on Corporate Personality	
	For sole proprietorship entity, the following documents are required:	
	i. Business registration	
	ii. Business permits	
	For corporate, partnership and joint venture entities, the following documents are required:	Client/Applicant
	i. Business registration	
	ii. Business permits	
	iii. SEC registration	
	iv. Articles of incorporation	
4.	One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	
5.	One (1) duly accomplished Project Profile (Annex C)	Form can be secured from the DOE website

 One (1) copy of Proof of payment of the Application Fee 		Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of required documents to eesip@doe.gov.ph 	1.1. Assessment of the completeness and acceptability of the submitted documents.			
Note: Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the	 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application. 	N/A	N / A	Staff, EPMPD

application based on Agency Action 2. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.	2 Conduct of tochnical			
Note:	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD. If the application failed the technical evaluation based on the accepted documents, the EPMPD will inform the applicant and will allow a one-time rectification to submit the necessary documents/ information within seven (7) working days from the date of notification. 	N/A	16 Working Days	Staff, EPMPD
Should the applicant comply/provide the				

requested documents/ information within seven (7) working days from notification, the EPMPD will conduct re- evaluation. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the denial of the application on the 8 th			
day.			
successfully the re-eva based on the documents, EPMPD shall the applicant email of the An order of p will also be iss the EPMPD. 3.2 If the application the re-eva based on the rectified doct the EPMPD notify the appl the disapprova application.	n the ents. Dication passed aluation rectified the inform through results. bayment sued by on failed aluation on the uments, shall ficant of al of the	Processing time will be reset in reference to the number of days set by the DOE for technical evaluation	Staff, EPMPD
 4. Payment of the application fee 4.1 Acknowledgen and validation submitted pr payment. Note: The applicant must upload/submit their proof of payment to the identified online platform of the DOE. 			Staff, EPMPD

The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	 4.1.1 Application with valid proof of payment will be endorsed to the EUMB Director for the signing of the certificate. 4.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email. 4.2 Endorsement of the application/ certificate to the EUMB Director. 	N/A	2 Working Days	Staff, EPMPD

5. Signing of the Certificate of Endorsement to BOI by the EUMB Director.	1 Working Day Director, EUMB
 EPMPD to notify applicant on the approval of their application through email. 	N/A Staff, 1 Working Day EPMPD
Total number of days:	20 Working Days



Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) strategic investments must be certified as such by the DOE and registered with the BOI.

Legal Basis: DC2022-03-0004

Offic	e or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)			
Class	sification	Highly Technical			
Type Trans	of saction	Government-2-Business			
Who	may avail	Energy Service Companie Efficiency Projects / Third-	es / Companies with self-financed Energy -Party Project Developers		
	CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
F ir Th En De Riz Cit	 F) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City 		Form can be secured from the DOE website		
3. Or Do	· /	,	Client/Applicant		

For corporations existing for more than two (2) years at the time of filing of application:

- One (1) copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing
- One (1) copy of Bank Certification to substantiate cash balance as of the latest unaudited FS
- One (1) copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project
- One (1) copy of latest income tax return filed with the Bureau of Internal Revenue
- One (1) copy of List of existing and/or pending applications for projects with the DOE, including the status and cost of work commitment per project per year

For newly organized corporation existing for less than two (2) years at the time of filing of application:

- One (1) Copy of Audited FS or unaudited FS duly signed by the responsible official
- One (1) Copy of Bank Certification to substantiate cash balance as of the latest unaudited FS
- One (1) Copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE)

 Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project For Parent Company that guarantees for corporation with insufficient working capital: One (1) Copy of Parent Company's financial documents per FS and Bank Certificate One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program Applicants' Financial Capability (Refer to Annex A) 5. Legal Documentation 	
 One (1) Business Permit One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By-Laws One (1) Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application One (1) Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction 	Form can be secured from the DOE website

 One (1) copy of the Report on the Project Completion/ Commissioning of the Energy Efficiency Project (Annex D) 		Client/Applicant		
7. One (1) copy of F	Proof of Payment		rision, scanned cop the successful ban	by of deposit slip or k transfer.
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to eesip@doe.gov.p h	 1.1. Assessment of the completeness and acceptability of the submitted documents. 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2. Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application. 	N / A	N / A	Staff, EPMPD

Note: Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall endorse the application to Legal Services – General Legal Services Division (LS-GLSD) for legal evaluation and to Financial Services – Power Compliance Division (FS-PCD) for financial evaluation. 	N/A		Staff, EPMPD
	2.2 If the application failed the technical evaluation based on the accepted documents, the		3 Working Days	

submit the necessary documents/ information within seven (7)		documents/ information	4 Working Days	Staff, GLSD Staff, PCD
working days from the date of notification. Note: Should the applicant comply/provide the requested documents/	Should the applicant comply/provide the			

information within seven (7) working days from notification, the EPMPD, LS and FS will conduct re- evaluation. Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the disapproval of the application on the 8 th day.			
	 4 Conduct of re- evaluation on the endorsed application from EPMPD. 4.1 If the application successfully passed the re-evaluation of GLSD and PCD based on the endorsed documents from EPMPD, the GLSD and PCD shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. An order of payment will also be issued by the EPMPD. 4.2 If the application failed 	Processing time will be reset in reference to the number of days set by the DOE for technical, legal and financial evaluation	Staff, EPMPD Staff, GLSD Staff, PCD
	4.2 If the application failed the re-evaluation of GLSD or PCD based on the endorsed documents from EPMPD, the GLSD or PCD shall send a memorandum to EPMPD, providing the failed result of the re- evaluation. EPMPD shall notify the applicant		

	of the disapproval of the			
 5 Payment of the application fee 5 Note: 7 The applicant must upload/submit their proof of payment to the identified online platform of the DOE. 7 The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. 7 Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day. 	application. 5.1 Acknowledgement and validation of the submitted proof of payment.	Php 25,000		Staff, EPMPD
	 5.1.1.Application with valid proof of payment will be endorsed to the DOE Secretary through the EUMB Director for the signing of the certificate. 5.1.2.Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. 	N/A	2 Working Days	Staff, EPMPD

	Failure to rectify			
	payment within the			
	allowed number of			
	days will lead to the			
	nullification of the			
	application on the 4 th			
	day.			
	The applicant will be			
	informed of the			
	nullification through			
	an email.			
	5.2. Endorsement of the			
	application to the DOE			
	Secretary through the			
	EUMB Director.			2050
	Signing of the Certificate by the DOE Secretary.		10 Working Days	DOE Secretary
	7. EPMPD to notify			Director,
	applicant on the approval	N/A		EUMB
	of their application	1.1/7	1 Working Day	
	through email and			Staff,
	endorse the EESI project to BOI			EPMPD
Total number of da	iys:	20	Working Days	



Issuance of Certificate for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)

Certified Firm, Partnership, Corporation, and Sole Proprietorship are entities certified by the DOE who has proven credibility and has demonstrated high levels of experience, competence, proficiency, and ethical fitness to conduct an energy audit.

Legal Basis: DC2022-04-0013

O	ffice or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)				
С	lassification	Highly Technical				
Ту	ype of Transaction	Government-2-Business				
w	/ho may avail	Legal entities who satisfy 2022-04-0013	the requirements under the Department Circular			
	CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE			
1. 2. 3. 4.	of manpower dedic should be Certified Annex D One (1) Copy of Lis equipment and oth instruments and the under Annex E	Form A) ompany I under Annex B Vs of Energy Auditors (list cated for energy audits Energy Auditors) under st of Energy Audit er similar testing e date of its calibration	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConFPCS			
5. 6.	Annex H One (1) Certified T Documents on Cor	ast three (3) years under rue Copy of the porate Personality				
7.	Ownership/manage	ompany ement which includes list s, personnel, and their				

 auditors, and the c 8. One (1) Certified T financial statemen 9. One (1) Copy of C Completion of Energy Recognized Traini 	tion in the company including energy tors, and the organizational structure (1) Certified True of Copy of Audited icial statement in the last two (2) years (1) Copy of Certificate of Training pletion of Energy Auditor issued by a ognized Training Institution (RTI) (1) Copy of proof of payment for the essing fee.		Client/Applicant Order of payment will be provided by the EPMPD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to https://bit.ly/Apply_ FPCS	 1.1. Assessment of the completeness and acceptability of the submitted documents. 1.1.1 Qualified applicants with complete and acceptable documents shall proceed with the commencement of the technical evaluation of their application. The EPMPD shall notify them through email regarding the commencement date of the evaluation. 1.1.2 Unqualified applicant shall be notified of the denial of their application through email. 1.1.3 Should the applicant fail to satisfy the assessment of the completeness and acceptability of the documents, the EPMPD will allow the applicant to submit the necessary documents/ information within seven (7) working days from the date of notification to proceed with the processing of the application. 	N / A	N / A	Staff, EPMPD

Note:				
Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall proceed with the processing of the application based on Agency Action 2.				
Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email, the denial of the application on the 8 th day.				
	 Conduct of technical evaluation on the complete and accepted application. If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall endorse the application to Legal Services – General Legal Services Division (LS-GLSD) for legal evaluation and to Financial Services – Power Compliance Division (FS-PCD) for financial evaluation. If the application failed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant on the disapproval of the application. 	N/A	6 Working Days	Staff, EPMPD

		 [_]	
Note: Should the applicant comply/provide the requested documents/	 3 Conduct of legal and financial evaluation on the endorsed application from EPMPD. 3.1 If the application successfully passed the legal and financial evaluation based on the endorsed documents from EPMPD, the GLSD and PCD shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. An order of payment will also be issued by the EPMPD. 3.2 If the application failed the legal or financial evaluation based on the endorsed documents from EPMPD, the GLSD or PCD shall send a memorandum to EPMPD, providing the failed result of the legal or financial evaluation. EPMPD will allow a one-time rectification to submit the necessary documents/ information within seven (7) working days from the date of notification. 	10 Working Days	Staff, GLSD Staff, PCD Staff, EPMPD
Should the applicant comply/provide the			
(7) working days from notification, the EPMPD shall endorse the documents to GLSD or PCD for re-evaluation.			

Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the disapproval of the application on the 8 th day.				
E Daymont of the	 4 Conduct of re- evaluation on the endorsed application from EPMPD. 4.1 If the application successfully passed the re-evaluation of GLSD and PCD based on the endorsed documents from EPMPD, the GLSD and PCD shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. An order of payment will also be issued by the EPMPD. 4.2 If the application failed the re-evaluation of GLSD or PCD based on the endorsed documents from EPMPD, the GLSD or PCD shall send a memorandum to EPMPD, providing the failed result of the re- evaluation. EPMPD shall notify the applicant of the disapproval of the application. 		Processing time will be reset in reference to the number of days set by the DOE for technical, financial and legal evaluation	Staff, GLSD Staff, PCD Staff, EPMPD
5 Payment of the application fee	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		Staff, EPMPD

Note:				
The applicant must upload/submit their proof of payment to the identified online platform of the DOE.				
The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5 th day regarding their payment.				
Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11 th day.				
	5.1.1 Application with valid proof of payment will be endorsed to the EUMB Director.		2 Working Days	
	5.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify.	N/A		Staff, EPMPD
	Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4 th day.			

Total number of days:	20) Working Days	
7 EPMPD to notify applicant on the approva of their application through email.	/	1 Working Day	Staff, EPMPD
6 Signing of the e certificate and letter o compliance by the EUME Director.	f	1 Working Day	Director, EUMB
The applicant will be informed of the nullification through an email. 5.2 Endorsement of the e certificate and letter of compliance to the EUMB Director.	9 1 - f		



ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD)

PROCESSES

1. <u>Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging</u> <u>Station (EVCS) Participants</u>



Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Stations (EVCS) Participants

Service Information: The DOE through EUMB may certify and endorse to the DTI-8OI any person/entity that intends to engage in any activity related to the development, establishment, and operation of EVCS in the Philippines for the availment of fiscal incentives as provided under EO 226.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)			
Classification:	Highly Technical Transactior)		
Type of Transaction:	Government-2-Business			
Who may avail:	EVCS participants requesting	g endorseme	ent to DTI-BOI	
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	CURE
Endorsement	ter to DOE-EUMB for BOI		Proponent	
includes, but r benefit analys	f project sustainability that not limited to fiscal cost- is, project financial ompany information and el.		Proponent	
	n (one copy, certified true		DTI	
true copy)	s Permit (one copy, certified	LGU		
	 Environmental Compliance Certificate (one copy, certified true copy) 		DENR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	 Receiving, recording and endorsement of request 	None	1 Working day	Office of the Director, EUMB
	2. Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, AFETD
	 Assessment of request and delegation to technical staff 		3 Working days	Supervising SRS, AFETD
2. Completion of the incomplete	 Assessment of completeness of the documents. For 			Technical Staff (Senior SRS), AFETD

document/s forincompleteresubmission.documents,		
,		
notification to		
applicant for		
resubmission.		Ta alaria al Otaff
3. Preparation of 5. Preparation of	10 Working	Technical Staff
presentation Evaluation Report	days	(Senior SRS),
- Provision of data and endorsement		AFETD
request letter for Supervisor's - Revision of the review and approval.		
proof of project For further sustainability clarification:		
,		
- Notification to the		
applicant		
- Scheduling of		
presentation for clarification		
- Request of		
necessary data/information		
- Re-assessment		
and validation of		
the revised proof of		
project		
sustainability		
Sustainability		
6. Report Validation and	2 Working days	Supervising SRS,
endorsement to Chief		AFETD
SRS		
		Division Ohist
7. Review validation	2 Working days	Division Chief,
report and		AFETD
recommend for the		
Director's approval of		
BOI endorsement	2 Marking days	Director, EUMB
8. Review and approval of BOI endorsement	2 Working days	
9. Recording and		Office of the
transmittal of output		Director, EUMB
10. Communication		Staff, AFETD
feedback to the client		
Total Number of days	20 Working	
	days	



ENERGY EFFICIENCY & CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD)

PROCESSES

- 1. Energy Audit Services: Preliminary Energy Audit (ISO Certified)
- 2. Processing of Energy Audit Services: Virtual Preliminary Energy Audit
- 3. Application Process for Recognized Training Institution Accreditation



Energy Audit Services: Preliminary Energy Audit

Note: This process is ISO Certified.

Service Information : Preliminary energy audit services is a basic energy audit that involves minimal interviews with managing clients, brief review of facility data, and walk through energy audit of the facility, all geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
Classification:	Complex Transaction			
Type of	Government -2-Government			
Transaction:				
Who may avail:	 *Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others. The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits. The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto. 			
CHECKLI	ST OF REQUIREMENTS		WHERE TO SE	
Accomplished Req	uired Document Checklist		DOE EPSM	D
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Client to provide assistance during EPSMD's conduct of energy audit 	1.1 EPSMD conducts the energy audit	N/A	1 working day	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I
	1.2 Review of completeness of the Required documents of GEMP		*Processing will be placed on hold within	

		seven working days	
	1.3 Preparation of the Energy Audit Report	3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	1.4 Review/revision/approval of the energy audit report by the Division Chief	1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director	1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report	1 working day	Staff, EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"		
То	tal Working Days	7 Working days	



Processing of Energy Audit Services: Virtual Preliminary Energy Audit

Service Information : As a consequence of social distancing due to covid-19, EPSMD shifted to the conduct of virtual preliminary energy audits. The actual method rely heavily on offsite survey, using a question and answer format and analysis of energy use and operations using inputs from the utility meters and consumption reports. The interview is followed by a brief video tour of the facility. The activity is geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

0.00	E E		0 / 14			
Office or	Energy Efficiency and Conservation Public Sector Management Division					
Division:	(EPSMD)					
Classification:	Complex Transaction					
Type of	Government -2-Government					
Transaction:						
Who may avail:	*Pursuant to Republic Act No. 7	11285, the	Energy Efficiency	and Conservation		
	Public Sector Management Div	ision (EPSI	MD) is mandated t	o implement the		
	Government Energy Managem	ent Progra	m (GEMP), which	aims to reduce the		
	government's monthly consump	otion of elec	ctricity and petrole	um products		
	through energy efficiency and c	conservation	n and utilization of	renewable energy		
	technologies, among others.					
	The EPSMD has a yearly targe	t number o	f government entit	ies for the conduct		
	of preliminary energy audits.					
	The energy audit is free of char	ge for all g	overnment entities	s not only to assess		
	their level of compliance but als	so to aid the	em in complying th	nereto.		
CHECKLIS	T OF REQUIREMENTS		WHERE TO S	ECURE		
Accomplished Rec	uired Document Checklist		DOE EPS	MD		
		FEES	DROCECCINO	DEDCON		
CLIENT STEPS	AGENCY ACTIONS	TO BE	PROCESSING	PERSON		
		PAID	TIME	RESPONSIBLE		
Participate in the	Conduct virtual energy audit	N/A	Note: This is	Chief, Supv. SRS,		
conduct of virtual	orientation to participants		conducted	Sr. SRS, SRS II,		
energy audit	from the government entities		prior to the	SRS I		
orientation	and LGUs		virtual energy			
	audit.					
1. Client to	1.1 EPSMD conducts the 1 working day Chief, Supvg.					
provide	energy audit			SRS, Sr. SRS,		
assistance				SRS II, SRS I		
during				,		
EPSMD's						

conduct of virtual energy audit			
	1.2 Review of completeness of the required documents of GEMP	*Processing will be placed on hold within seven working days	
	1.3 Preparation of the energy audit report	3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	1.4 Review/revision/approval of the energy audit report by the Division Chief	1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director	1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report	1 working day	Staff EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"		
	Total Working Days	7 working days	



Application Process for Recognized Training Institution Accreditation

Recognized Training Institutions (RTI) refers to recognized entities who complied with the requirements identified by the DOE in the Department Circular No. DC2023-05-0009. RTIs are the only entities eligible to conduct prescribed training for Energy Efficiency and Conservation (EEC) Professionals under the Government Energy Management Program (GEMP).

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government -2- Business				
Who may avail:	Duly certified individual w	ho satisfi	es the requiremer	nts under the	
•	Department Circular No. I				
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE			
1. Duly accomplished traini form	ng institution application	Form can be secured from the DOE website or through this link: https://bit.ly/RTI-Application			
2. One (1) Certified True C Corporate Personality;					
 One (1) Original Copy of audit instruments and ot whether owned or lease 	ner instructional materials,				
 One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable); 			Client/Applicant		
5. One (1) Original Copy of List of Trainings provided;					
6. One (1) Original Copy of corresponding number of	0				
7. One (1) Copy of Proof o Thousand Pesos (Php 1 Fee for Recognition	f Payment of Ten 0,000.00) for Application	-			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of required documents to DOE 	1.1 EPSMD to assess the completeness of the submitted documents			Staff, EPSMD	
2. Resubmit lacking documents	2.1 EPSMD to notify the client to submit the lacking documents if			Staff, EPSMD	

		the submission is incomplete		
		2.2 Evaluation of the documents submitted and site inspection	16 working days	Staff, EPSMD
3.	Make corrective action	3.1 EPSMD to notify the client if the application is non- compliant		
4.	Payment for the Accreditation Fee	4.1 Preparation of Certificate and Issuance of Order of Payment	2 working days	Staff, EPSMD
		4.2 Approval of the Certificate	1 working day	EUMB Director
5.	Accomplish the Client Satisfaction Survey Form	5.1 Issuance of the Certificate	1 working day	
	20 Working days			



DEDICATED ELECTRIC VEHICLE OFFICE (DEVO)

PROCESSES

- Issuance of Electric Vehicle Charging Station (EVCS) Provider Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines
- 2. <u>Issuance of EVCS Provider Service Accreditation Certificate under Department Circular</u> <u>No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>
- 3. <u>Issuance of EVCS Provider Supplier Accreditation Certificate under Department Circular</u> <u>No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>
- 4. <u>Issuance of EVCS Registration Certificate under Department Circular No.</u> DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines
- 5. <u>Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department</u> <u>Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines</u>
- 6. <u>Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 EVCS Unbundling of Charging Fees Guidelines</u>
- 7. <u>Electric Vehicle (EV) Recognition and revision of EV data and information under</u> <u>Department Circular No. DC2023-05-0012 – EV Recognition Guidelines</u>



Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business			
Who may avail:	EVCS Providers – Operator re	equesting DOE		
	OF REQUIREMENTS		WHERE TO SEC	CURE
for accreditation (Circular)	Dication letter to DOE-EUMB Annex of the Department		Proponent	
Exchange Comm Trade and Indust	tion Certificate (i.e., Securities and e Commission [SEC], Department of id Industry [DTI], or Cooperative SEC/DTI/CDA ment Authority [CDA]) (certified true			A
	tailed information of the office partment Circular)	Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO

	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
2. Payment of applicable accreditation level fees	2.1. Processing of billing statement	National level (new application): P17,600.00 (renewal): P6,900.00 Regional level (new application): P9,400.00 (renewal): P4,100.00 Municipal/ City level (new application): P5,000.00 (renewal): P2,600.00		Information Technology Management Section (ITMS),
	2.2. Processing of order of payment			Accounting Division (AD)
	2.3. Verification of payment			Treasury Division
	 2.4. Assessment and evaluation of the application. i. preparation of evaluation report ii. endorsement letter for supervisor's review 		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	2.5. Report Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	2.6. Review validation report and recommend for the Director's			Division Chief, DEVO

Total Number of days	7 Working days	
2.9. Communication feedback to the client		Staff, DEVO
2.8. Recording and transmittal of output	2 Working days	Office of the Director, EUMB
2.7. Review and approval of the Accreditation Certificate		Director, EUMB
approval of the Accreditation Certificate		



Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Offic			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Gover	mment		
Who may avail:	EVCS Providers – Service requ	•	•	
CHECKLIS	T OF REQUIREMENTS		WHERE TO SEC	URE
EUMB for accre Department Cir	/		Proponent	
Exchange Com Trade and Indu Development A copy)	rtificate (i.e., Securities and mission [SEC], Department of stry [DTI], or Cooperative uthority [CDA]) (certified true r government-2-government		SEC/DTI/CDA	A
office (Annex o	detailed information of the f the Department Circular)		Proponent	
	ist of services offered and (Annex of the Department		Proponent	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO

2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
3. Payment of applicable accreditation level fees a. National level b. Regional level c. Municipal/ City level (not applicable for government- 2-government transaction)	2.1 Processing of billing statement	National level (new application): P17,600.00 (renewal): P6,900.00 Regional level (new application): P9,400.00 (renewal): P4,100.00 Municipal/ City level (new application): P5,000.00 (renewal): P2,600.00		Information Technology Management Section (ITMS),
	2.2 Processing of order of payment2.3 Verification of payment			Accounting Division (AD) Treasury
	2.5 venilication of payment			Division
	 3.1 Assessment and evaluation of the application. 3.1.1 Preparation response letter for supervisor's review 		3 Working	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS		days	Supervising SRS, DEVO
	3.3 Review validation and recommendation for the Director's approval of the Accreditation Certificate			Division Chief, DEVO
	3.4 Review and approval/disapproval of			Director, EUMB

4.	If disapproved, resubmission of application.	the Accreditation Certificate 3.5 Recording and transmittal of output 3.6 Communication feedback to the client	2 Working days	Office of the Director, EUMB Staff, DEVO
		Total Number of days	7 Working days	



Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Offic		e (DEVO)			
Classification:	Complex Transactions					
	Complex Transactions					
Type of Transaction:	Government-2-Business/Gover	mment				
Who may avail:	EVCS Providers – Supplier req					
CHECKLIS	T OF REQUIREMENTS		WHERE TO SEC	URE		
EUMB for accre Department Cir	1		Proponent			
Exchange Com Trade and Indu Development A copy)	rtificate (i.e., Securities and mission [SEC], Department of stry [DTI], or Cooperative uthority [CDA]) (certified true r government-2-government		SEC/DTI/CDA	A		
•	detailed information of the f the Department Circular)		Proponent			
components, sa specification, a	ist of all EVCS and its ale retail price, manuals, nd other reference materials Department Circular)		Proponent			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB		
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO		
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO		

2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
3. Payment of applicable accreditation level fees a. National level b. Regional level c. Municipal/ City level (not applicable for government- 2-government transaction)	2.1 Processing of billing statement 2.2 Processing of order of payment 2.3 Verification of payment	National level (new application): P17,600.00 (renewal): P6,900.00 Regional level (new application): P9,400.00 (renewal): P4,100.00 Municipal/ City level (new application): P5,000.00 (renewal): P2,600.00		Information Technology Management Section (ITMS), Accounting Division (AD) Treasury
	 3.1 Assessment and evaluation of the application. 3.1.1 preparation of respose letter for supervisor's review 3.2 Validation and endorsement to Chief SRS 3.3 Review validation and recommendation for the Director's approval of the 		3 Working days	Division Technical Staff (Senior SRS/ SRS II), DEVO Supervising SRS, DEVO Division Chief, DEVO
	Accreditation Certificate 3.4 Review and approval/disapproval of			Director, EUMB

		the Accreditation Certificate	2 Working days	
4.	If disapproved, resubmission of application.	3.5 Recording and transmittal of output		Office of the Director, EUMB
		3.6 Communication feedback to the client		Staff, DEVO
		Total Number of days	7 Working days	



Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Gov	vernment		
Who may avail:	EVCS Providers – Operator DOE pursuant to the EVIDA	requesting for		•
CHECKLIST	OF REQUIREMENTS WHERE TO SECURE			
1. Valid EVCS Prov Accreditation Ce			Proponent	
the EVCS facility Department Circ		Proponent		
	VCS specifications form epartment Circular)	Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO
 If incomplete, completion of documents and for resubmission of application. 	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

 Payment of application per establishment (not applicable for government-2- government 	2.1 Processing of billing statement2.2 Processing of order of	New application: P5,400.00 Renewal: P2,900.00		Information Technology Management Section (ITMS), Accounting
transaction)	payment 2.3 Verification of payment			Division (AD) Treasury Division
	 3.1 Assessment and evaluation of the application. 3.1.1 preparation of response letter for supervisor's review 		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for the Director's approval of the EVCS Registration Certificate			Division Chief, DEVO
	3.4 Review and approval/disapproval of the EVCS Registration Certificate		2 Working days	Director, EUMB
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
Т	otal Number of days.		7 Working days	6



Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

Div	fice or vision:	Dedicated Electric Vehicle C	ffice (DEVO)			
Cla	assification:	Complex Transactions				
Tr	pe of ansaction:	Government-2-Business/Gov	vernment			
WI	ho may avail:	structure of their EVCS charged	providing the DOE through EUMB an unbundled ging fees			
	CHECKLIST	OF REQUIREMENTS WHERE TO SECURE				
1.		OE through EUMB		Proponent		
2.		hed unbundled structure nnex of the Department	Proponent			
C	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB	
		1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO	
		1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO	
2.	If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO	

	 1.5 Evaluation, and preparation of response letter for supervisor's review 1.6 Validation and endorsement to Chief SRS 		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the unbundled EVCS charging fee of the Director			Director, EUMB
 If rejected, resubmission of application and proposed unbundled fee. 	1.9 Recording and transmittal of output			Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
Total Number of days		7 Working days		



Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

Office or Dedicated Electric Vehicle Office (DEVO)				
	Dedicated Electric Vehicle C	mice (DEVO)		
Division:				
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Go	vernment		
Who may avail:	EVCS Providers – Operator	who are to ad		
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	URE
1. Notice of Adjus EUMB	tments to the DOE through		Proponent	
	hed unbundled structure Annex of the Department		Proponent	
charging fees (Circular)	hed explanation of the Annex of the Department	Proponent		
4. Other documer justification for	nt/s supporting the charging fee adjustments	Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO

2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.		Technical Staff (Senior SRS/ SRS II), DEVO
	1.5 Evaluation, preparation of evaluation and endorsement letter for supervisor's review	3 Working days	Technical Staff (Senior SRS), DEVO
	1.6 Validation and endorsement to Chief SRS		Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.		Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the adjusted/updated unbundled EVCS charging fee of the Director		Director, EUMB
 If rejected, resubmission of application and proposed unbundled fee. 	1.9 Recording and transmittal of output		Office of the Director, EUMB
	1.10 Communication feedback to the client		Staff, DEVO
	Total Number of days	7 Working days	



Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines

Service Information: Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) may recognize other types of electric vehicles (EVs) in considering future advances and innovations in technologies provided that it has at least one (1) electric drive for propulsion.

Office or	Dedicated Electric Vehicle Office (DEVO)			
Division:				
Classification:	Highly Technical Transactions	3		
Type of Transaction:	Government-2-Business			
Who may avail:	Road transport vehicle manuf who wants their vehicle/s for s		· •	s, and rebuilders
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	URE
the Department			Proponent	
2. Duly accomplish of the Departme	ed Specification Form (Annex nt Circular)		Proponent	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

	 1.5 Evaluation and assessment of the application 1.5.1 Review of the specification 1.5.2 Research and validation of the application 1.5.3 Assessment and Recommendations 1.5.4 Response letter/ correspondence 	11 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	1.6 Validation and endorsement to Chief SRS	2 Working days	Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.	2 Working days	Division Chief, DEVO
	1.8 Approval/Disapproval of the Director	2 Working days	Director, EUMB
3. If disapproved, resubmission of application.	1.9 Recording and transmittal of output	1 Working Day	Office of the Director, EUMB
	1.10 Communication feedback to the client		Staff, DEVO
	Total Number of days	20 Working days	

OIL INDUSTRY MANAGEMENT BUREAU (OIMB)



OIL INDUSTRY MANAGEMENT BUREAU (OIMB)

SUMMARY OF PROCESSES

External Services

Retail Market Monitoring and Special Concerns Division (RMMSCD)

PROCESSES	DURATION	CLASSIFICATION
 Application for Registration - Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator) 	20 Working Days	Highly Technical
 Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename 	20 Working Days	Highly Technical
 Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or Tradename 	20 Working Days	Highly Technical
 Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel) 	20 Working Days	Highly Technical
 Application for Registration by a Trademark Owner or Marketer – LPG Seal 	20 Working Days	Highly Technical
 Application for Registration – Bulk Consumer 	20 Working Days	Highly Technical
 Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder 	20 Working Days	Highly Technical

and/or Cartridge		
8. Issuance of License to Operate (LTO) for Trademark Owner or Marketer	20 Working Days	Highly Technical
 Issuance of License to Operate (LTO) for LPG Refiller 	20 Working Days	Highly Technical
10.Issuance of License to Operate (LTO) for LPG Dealer	20 Working Days	Highly Technical
11. Issuance of License to Operate (LTO) for LPG Retailer	20 Working Days	Highly Technical
12. Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator	20 Working Days	Highly Technical
13. Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator	20 Working Days	Highly Technical
14. Issuance of Certification for Hauler	20 Working Days	Highly Technical
15. Issuance of Permit for Temporary Emergency Retail Outlet (TERO)	7 Working Days	Complex
16. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)	20 Working Days	Highly Technical
17. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 Working Days	Highly Technical
18. Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)	20 Working Days	Highly Technical
19. Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)	20 Working Days	Highly Technical

Retail Market Monitoring and Special Concerns Division / Oil Industry Competition and Monitoring Division

PROCESSES	DURATION	CLASSIFICATION
20. Application for Additional Registration – Authorized Transport Motor Vehicles and Marine Vessels	20 Working Days	Highly Technical

Oil Industry Competition and Monitoring Division (OICMD)

PROCESSES	DURATION	CLASSIFICATION
21. Application for Registration - Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)	20 Working Days	Highly Technical
22. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor	20 Working Days	Highly Technical
23. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler	20 Working Days	Highly Technical
24. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Hauling Services (Bulk Level)	7 Working Days	Complex
25. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products	7 Working Days	Complex
26. Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant	7 Working Days	Complex
27. Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel	7 Working Days	Complex

28. Issuance to Notice to Import for Sale or Own Use – Liquid Petroleum Products	7 Working Days	Complex
29. Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol	7 Working Days	Complex
30. Issuance of Acknowledgement to Notice to Import Bioethanol	7 Working Days	Complex
31. Issuance to Notice to Import for Sample Testing – Liquid Petroleum Products and Bioethanol	7 Working Days	Complex
32. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 <i>(ISO Certified)</i>	20 Working Days	Highly Technical
33. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)	20 Working Days	Highly Technical
34. Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479	20 Working Days	Highly Technical

Oil Industry Standards and Monitoring Division (OISMD)

PROCESSES	DURATION	CLASSIFICATION
35. Issuance of Acknowledgement of Notice to Denature Imported Bioethanol	3 Working Days	Simple
36. Issuance of Acknowledgement for <i>t</i> he Notice to Engage in the Downstream Oil Industry – Lubes Products	7 Working Days	Complex
37. Issuance of Acknowledgement for the Notice To Import For Sale Or Own Use – Lubes Products	7 Working Days	Complex
38. Issuance of Certificate of Fuel Additive Registration	8 Working Days	Complex

Natural Gas Management Division (NGMD)

PROCESSES	DURATION	CLASSIFICATION
39. Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities	20 Working Days	Highly Technical
40. Issuance of the Acknowledgement to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
41. Issuance of the Accreditation to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
42. Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
43. Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
44. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical

Internal Services

PROCESSES	DURATION	CLASSIFICATION
45. Request from other, Bureaus, and Services for Oil Industry Data/Statistics/Information	7 Working Days	Complex Transaction



RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION (RMMSCD)

PROCESSES

- 1. Application for Registration Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator)
- 2. Application for Registration by a Trademark Owner or Marketer Trademark or Tradename
- 3. Application for Registration by a Refiller Authority to Fill Third-Party Trademark or Tradename
- 4. Application for Registration by a Dealer or Retailer Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)
- 5. Application for Registration by a Trademark Owner or Marketer LPG Seal
- 6. Application for Registration Bulk Consumer
- 7. Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge
- 8. Issuance of License to Operate (LTO) for Trademark Owner or Marketer
- 9. Issuance of License to Operate (LTO) for LPG Refiller
- 10. Issuance of License to Operate (LTO) for LPG Dealer
- 11. Issuance of License to Operate (LTO) for LPG Retailer
- 12. Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator
- 13. Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator
- 14. Issuance of Certification for Hauler

- 15. Issuance of Permit for Temporary Emergency Retail Outlet (TERO)
- 16. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)
- 17. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation
- 18. Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)
- 19. Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)
- 20. Application for Additional Registration Authorized Transport Motor Vehicles and Marine Vessels



Application for Registration-Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System **Owner/Operator**)

Department Circular No.: <u>DC 2022-11-0037</u> DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Refiller and Centralized LPG Piping System Owner/Operator

Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Business		
Who May Avail:		age in the downstream oil industry prior to uction particularly for Refiller and Centralized LPG erator	
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
copy)	Registration - Annex 1 (1	RMMSCD Application Form (Annex 1)	
2. Company Profi		Provided by applicant	
3. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
4. Articles of Incorporation (SEC) or its equivalent (DTI);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
5. General Information Sheet (SEC) or its Equivalent (DTI);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
 Executive brief construction; 	er of the facility for	Provided by applicant	
7. List of reference standards/codes used in the construction design; and		Provided by applicant	
8. Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant	
Notes:			
 The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the 		<u>Annex J</u>	

absence there	of any internationally			
accepted codes or standards.				
2. This application shall be made on a per establishment construction;				
	plication form with complete e registration before the sta			3/FO for the
order/manage Energy;	ation fee based on the ord r's check or actual DOE tre	easury counter payr	ment payable to th	ne Department of
5. OIMB/FO may conference;	v further require a presenta	tion on the details o	of application in a	pre-application
6. Issuance of re application; ar	gistration shall not be later nd	than twenty (20) w	orking days from	receipt of
7. Refer to Section application.	ons 18 and 31 of this Depa	rtment Circular on	the DOE handling	office of this
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	3.1. Receive application and assign to respective division			Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective section/ personnel		15 Working Days	Admin Staff, Respective Division
	3.3 Evaluate/process application and			

	Registration to applicant and recommend approval3.5Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval3.6Review and endorse Certificate of Registration for Director's approval3.7Review and approval of Certificate of Registration to approval3.7Review and approval of Certificate of Registration to approval of certificate of Registration to approval of approval of certificate of Registration to applicant as a		5 Working Days	Division Division Chief, Respective Division Assistant Director, OIMB-OD Director, OIMB-OD
	registered entity3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
 Receipt of signed Certificate of Registration 	 4.1 Release of application to client 4.2 File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division



Application for Registration by a Trademark Owner or Marketer -Trademark or Tradename

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government to Bu	usiness			
Who May Avail:	Entities intending filled cylinder.	to sell a particular trademark or trade name via LPG			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
 Application for Registrati (1 copy) Company Profile 	on - Annex 2	RMMSCD <u>Annex 2</u> Provided by applicant			
3. Executive briefer of the t tradename		Provided by applicant			
 4. IPO Certificate of Registration 5. Notarized company secretary's certificate of the authorized representative of the applicant. 		Intellectual Property Office (IPO) Provided by applicant			
Notes:	(
	 Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before the start of commercial use of the Trademark or tradename; 				
	 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
 OIMB may further require a presentation on the details of application in a pre-application conference; 					
 Issuance of registration shall not be later than twenty (20) working days from receipt of application; and 					
Refer to Sections 19 and 31 of this Department Circular on the DOE handling office of this application.					

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Trade mark owner or Marketer (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for approval of Certificate of Registration to 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division

			applicant and recommend approval			
		3.6	Review and endorse Certificate of		5 Working Days	Assistant Director, OIMB-OD
			Registration for Director's approval			Director, OIMB-OD
		3.7	Review and approval of Certificate of Registration to applicant as a registered entity Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
4	Receipt of signed Certificate of	4.1	Release of application to client			Admin Staff, Respective Division
	Registration	4.2	File copy of the application and action for safekeeping	None		
	Total N	Numbe	r of Days		20 Work	ing Days



Application for Registration by a Refiller-Authority to Fill Third-Party Trademark or Tradename

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who May Avail:		to engage in the business of Refilling LPG I-party Trademark Owner or Marketer.		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE		
1. Application for Registration (1 copy)	n - Annex 3	RMMSCD Annex 3		
 Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer; 		Provided by applicant		
3. LTO of Refiller;		Provided by applicant		
 LTO of third-party Trademark owner or Marketer; 		Provided by applicant		
5. DOE registration certificate - Trademark or tradename;		Provided by applicant		
6. DOE registration certificate and	e - LPG Seal;	Provided by applicant		
 Notarized company secretary's certificate of the authorized representative of the applicant. 		Provided by applicant		
Notes:				
 Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filling of a Trademark or tradename; 				
 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
3. OIMB may further require a presentation on the details of application in a pre-application conference;				

4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and

5. Refer to Sections 20 and 31 of this Department Circular on the DOE handling office of this application.

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, 			
		return to client.			
	Pay applicable fees	7.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Fill Third- Party Trade mark or Trade name (PhP 1000.00)		Collecting Officer, Treasury Division
3.	Processing of Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division
		application and prepare Certificate of Registration as a registered entity			Supervising SRS, Respective Division Division Chief,

	 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval 			Respective Division
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			Director, OIMB-OD
	3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
4. Receipt of signed Acknowledgement Letter	4.1 Release of application to client	Nere		Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping	None		
Total Nun	nber of Days		20 Working	g Days



Application for Registration by a Dealer or Retailer-Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Bu	isiness	
Who May Avail:	Entities intending cylinder.	to engage in the business of selling LPG in	
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
1. Application for Registration (1 copy)	on - Annex 4	RMMSCD Annex 4	
 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer; 		Provided by applicant	
3. LTO of Dealer or Retailer;		Provided by applicant	
4. LTO of Trademark owner or Marketer;		Provided by applicant	
 DOE registration certificate - Trademark or tradename; 		Provided by applicant	
 DOE registration certification and 	ite - LPG Seal;	Provided by applicant	
 Notarized company secretary's certificate of the authorized representative of the applicant. 		Provided by applicant	
Notes:			
1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filling of a Trademark or tradename;			
2. Pay the application fee ba	2. Pay the application fee based on the order of payment and via bank transfer, postal money		

 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;

3. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and

4. Refer to Sections 21 and 31 of this Department Circular on the DOE handling office of this application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return 			
	to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Sell a Trademark or Trade name (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for approval of Certificate of 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division

	Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			Director, OIMB-OD
	3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
4 Receipt of signed Certificate of	4.1 Release of application to client			Admin Staff, Respective Division
Registration	4.2 File copy of the application and action for safekeeping	None		
Тс	tal Number of Days		20 Workin	g Days



Application for Registration by a Trademark Owner or Marketer - LPG Seal

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Tiping System owner/operator				
Office or Division:	Oil Industry Management Bureau			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Bu	isiness		
Who May Avail:		to engage in the sale of LPG-filled cylinder with an d for a particular trademark or trade name.		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
1. Application for Registratio (1 copy)		RMMSCD Annex 5		
 Executive briefer with pict per valve type and per Tra tradename and their respe- manufacturer or importer; 	ademark or ective	Provided by applicant		
 Certificate of production or certificate of importation of LPG Seal per valve type and per brand from their respective manufacturer or importer; 		Provided by applicant		
4. Accreditation certificate of LPG Seal manufacturer or importer from the DTI; and		Provided by applicant		
 Notarized company secretary's certificate of the authorized representative of the applicant. 		Provided by applicant		
 Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename. 		Provided by applicant		
Notes:				
 Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use; 				
 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
 OIMB may further require a presentation on the details of application in a pre-application conference; 				

 Issuance of registration shall not be later than twenty (20) working days from receipt of application; and 				
5. Refer to Sect application.	ons 22 and 31 of this Departm	ent Circular on	the DOE handlin	g office of this
CLIENT STEP	S AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 		None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicat fees		Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing o Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division

	approval of Certificate of Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	3.7 Review and approval of Certificate of Registration to applicant as a			Director, OIMB-OD
	registered entity 3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
4 Receipt of signed Certificate of	4.1 Release of application to client			Admin Staff, Respective Division
Registration	4.2 File copy of the application and action for safekeeping	None		
Total I	Number of Days		20 Workir	ng Days



Application for Registration by a Trademark Owner or Marketer - LPG Seal

Department Circular No.: DC 2022-11-0037

r iping bystein owner/open				
Office or Division:	Oil Industry Management Bureau			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:		to engage in the sale of LPG-filled cylinder with an d for a particular trademark or trade name.		
CHECKLIST OF REQU	QUIREMENTS WHERE TO SECURE			
1. Application for Registratio (1 copy)	n - Annex 5	RMMSCD Annex 5		
 Executive briefer with pict per valve type and per Tra tradename and their respe- manufacturer or importer; 	ademark or ective	Provided by applicant		
 Certificate of production or certificate of importation of LPG Seal per valve type and per brand from their respective manufacturer or importer; 		Provided by applicant		
 Accreditation certificate of manufacturer or importer 		Provided by applicant		
 Notarized company secre of the authorized represer applicant. 	tary's certificate	Provided by applicant		
 Submission of six (6) piec samples per valve type ar or tradename. 		Provided by applicant		
Notes:				
 Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use; 				
 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
 OIMB may further require a presentation on the details of application in a pre-application conference; 				

 Issuance of registration shall not be later than twenty (20) working days from receipt of application; and 						
5. Refer to Sections application.	 Refer to Sections 22 and 31 of this Department Circular on the DOE handling office of this application. 					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau		
	1.2 If complete, issue Order of Payment for fees (Treasury)					
	1.3 If incomplete, return to client.					
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		Collecting Officer, Treasury Division		
3. Processing of Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for approval 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division		

		of Certificate of Registration to applicant and recommend approval 3.6 Review and endorse Certificate of Registration for Director's approval 3.7 Review and approval of Certificate of Registration to applicant as a registered entity 3.8 Release of signed Certificate of Registration to Registration to Registration to Registration to Registration to Registration to Registration to RMMSCD		5 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
4	Receipt of signed Certificate of Registration	4.1 Release of application to client4.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
Total Number of Days			I	20 Workir	ng Days



Application for Registration-Bulk Consumer

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Mar	nagement Bureau		
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who May Avail:	Entities intending to purchase LPG at large quantities for its own use, requires bulk storage of LPG, and does not, in any way, engage in the distribution or sale of LPG to the End Consumer.			
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE		
1. Application for Registration - An (1 copy)	inex 6	RMMSCD Annex 6		
 Company profile; Executive briefer on the operation Consumer; 	on of the Bulk	Provided by applicant Provided by applicant		
 Site and facility layout plan with description and legends; 	sufficient	Provided by applicant		
5. List of reference standards/code LPG facility; and	es used in the	Provided by applicant		
 Notarized company secretary's certificate of the authorized representative of the applicant. 		Provided by applicant		
Notes: 1. The LPG product, actual construction LPG facility and code of safety comply with Annex J - List of re- standards/codes based on the promulgated PNS or in the abs any internationally accepted co- standards.	practice shall eference latest ence thereof	<u>Annex J</u>		
 Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of commercial use of LPG; 				
 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
 OIMB may further require a pre conference; 	esentation on the	details of application in a pre-application		

5.	 Issuance of registration shall not be later than twenty (20) working days from receipt of application; 				
6.	6. Refer to Annex 6-A for the criteria to be considered as a Bulk consumer; and				
7.	Refer to Sections 23 application.	3 and 31 of this Department	Circular on the	e DOE handling o	ffice of this
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return 			
		to client.			
2. fee	Pay applicable es	5.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Bulk Consumer (PhP 1000.00)		Collecting Officer, Treasury Division
3.	Processing of Application	 3.1. Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3. Evaluate/process application and prepare Acknowledgement letter as a registered entity 3.4. Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval 		15 Working Days	Science Research Specialist, Respective Division Supervising SRS, Respective Division

		3.6.	Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval Review and endorse application for Director's approval Review and approval of Acknowledgement letter to applicant as a registered entity Release of signed Acknowledgement letter to RMMSCD		5 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
4	Receipt of signed Acknowledgement Letter	4.1	Release of application to client			Admin Staff,
		4.2	File copy of the application and action for safekeeping	None		Respective Division
	Total Num	nber c	of Days		20 Working D	Days



Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to engage as independent hauler of LPG in cylinder			
	and/or cartridge.			
	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – An	nex C (1 copy)	RMMSCD		
		Application Form (Annex C)		
2. Checklist of Requirem	ents – Annex C-1			
(1 copy)				
3. Company Profile Form	· · · · · · ·			
4. List of motor vehicle p				
	ith supporting documents	RMMSCD		
- Annex C-3		Checklist of Requirements (C1 – C4)		
5. List of marine vessel p				
	ith supporting document -			
Annex C-4				
6. Attached Supporting [
6.1. Executive briefer		Provided by applicant		
6.2. Business registrat				
	rom the Securities and	Securities and Exchange Commission (SEC) /		
	ssion or Department of	Department of Trade and Industry (DTI)		
Trade and Industr	y (whichever is			
applicable);	nation if OFO no sistened	Convition and Evolution Commission (CEO) /		
	oration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent if 6.4. Latest GIS if SEC		Department of Trade and Industry (DTI)		
		Securities and Exchange Commission (SEC) /		
equivalent if DTI r	or the applied business	Department of Trade and Industry (DTI)		
	ocal Government Unit or	Local Government Unit (LGU) / Philippine		
PEZA Certificate		Economic Zone Authority (PEZA)		
	Revenue registration for			
the applied busine		Bureau of Internal Revenue (BIR)		
6.7. Certificate of regis				
	vehicle from LTO with	Land Transportation Office (LTO)		

	t of vehicle with plate			
number; 6.8. Conveyance Pern the Bureau of Fire	nit per motor vehicle from	Bur	eau of Fire Protec	ction (BFP)
6.9. Ship Registry and marine vessel from the name of vessel	Maritime Industry Authority (MARINA)		rity (MARINA)	
	and response manual for		Provided by app	olicant
· · ·	and response manual for		Provided by app	olicant
,	cation on the supplier's		Provided by app	blicant
6.13. List of qualified s attached certificat			Provided by app	blicant
6.14. Latest digital photoate/time stamp)	otograph (5R Size with of the display board ity registered business		Provided by app	blicant
6.15. Clearance certifi Services - No per	cate from the Legal	DOE – Office of the Legal Services		gal Services
6.16. Notarized compa for authorized rep signatory; and	any secretary's certificate resentative and	Provided by applicant		
6.17. Proof of paymer	t of application fee.		Provided by app	olicant
Notes:				
1. Submit one (1) Certifie required supporting do	ocuments;	Provided by applicant		
2. Submission of Annual Requirements as Inde cylinder or in Cartridge	pendent Hauler of LPG in	RMMSCD Section 29.2 - <u>Annexes ARB4 to 7_Annual</u> <u>Reports - Independent Hauler of LPG in</u> <u>Cylinder and/or Cartridge</u>		RB4 to 7_Annual auler of LPG in
3. The LPG product, And construction of an LPG safety practice shall co of reference standards latest promulgated PN thereof any internation standards.		RMMSCD <u>Annex J</u>		
4. Prohibited Acts and Pe and LTO	enalties for Registration		RMMSCD <u>Annex L</u>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management	1.1 Review of completeness of	None		Officer of the day/Assigned Processor

	Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	documents against checklist of requirement			Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury)			
		1.3 If incomplete, return to client.			
2.	certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	 4.1 Receive application and assign to respective division 4.2 Receive application and assign to respective section/ personnel 4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant. 4.4 Review and recommend approval of the LTO application, evaluation sheet, 		15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division Science Research Specialist, Respective Division

	and transmittal letter to applicant 4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval 4.6			Supervising SRS, Respective Division
	 4.7 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval 4.8 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 	None	5 Working days	Division Chief Respective Division Assistant Director, OIMB-OD Director, OIMB-OD
	4.9 Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
5. Receipt of signed LTO and transmittal letter	 5.1. Release of application to client 5.2. File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division
Total Numb	er of Days		20 Working	Days

Issuance of License to Operate (LTO) for Trademark Owner or Marketer



Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special			
	Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:		ge as Trademark Owner or Marketer.		
	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – Ar	nnex D (1 copy)	RMMSCD		
		Application Form (Annex D)		
2. Checklist of Requirem	ients – Annex D-1			
(1 copy)				
3. Company Profile Forr		D111223		
4. Establishment Profile		RMMSCD		
5. Inventory of LPG Cyli		<u>Checklist of Requirements (D1 – D5)</u>		
6. List of Transport Moto				
7. Attached Supporting				
7.1. Executive briefer		Provided by applicant		
	n of the establishment;	Provided by applicant		
7.3. Business registra				
	from the Securities and	Securities and Exchange Commission (SEC) /		
	ission or Department of	Department of Trade and Industry (DTI)		
Trade and Indust	ry (whichever is			
applicable);				
7.4. IPO certificate of registration;		Intellectual Property Office (IPO)		
		Provided by applicant		
	oration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent i		Department of Trade and Industry (DTI)		
7.6. Latest GIS if SEC		Securities and Exchange Commission (SEC) /		
equivalent if DTI		Department of Trade and Industry (DTI)		
	or the applied business	Local Government Unit (LGU) / Philippine		
	ocal Government Unit or	Economic Zone Authority (PEZA)		
PEZA Certificate				
	I Revenue registration for			
the applied busin		Bureau of Internal Revenue (BIR)		
7.9. Certificate of regi				
	vehicle from LTO with	Land Transportation Office (LTO)		
	t of vehicle with plate			
number;				
	rmit per motor vehicle	Bureau of Fire Protection (BFP)		
from the Bureau	of Fire Protection;			

7.11. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
7.12. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.13. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
7.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
7.15. 5List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
 7.16 Latest digital photographs (5R Size with date/time stamp) showing the following: 7.16.1Full and front and back views of establishment; 7.16.2Measuring Device/s; 7.16.3LPG cylinders; 7.16.4Safety and informational signs; and 7.16.5Display board showing the Facility registered business name and address. 	Provided by applicant
7.17 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.18 Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
7.19 Proof of payment of application fee.	Provided by applicant
Notes:	
 Submit one (1) Certified True Copy of all the required supporting documents; 	Provided by applicant
 Submission of Annual Reportorial Requirements as Trademark Owner or Marketer; 	RMMSCD Section 29.3 - Annexes ARC 1 to 6 - Annual Reports - Trademark owner or Marketer
 The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards. 	RMMSCD <u>Annex J</u>
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD <u>Annex L</u>

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	DOE Records	1.2 If complete, issueOrder of Payment forfees (Treasury)1.3 If incomplete, returnto client.			
2.	Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	 4.1 Receive application and assign to respective division 4.2 Receive application and assign to respective section/ personnel 4.3 Evaluate/process application and prepare evaluation sheet, License to 			Admin Staff, OIMB-OD Admin Staff Respective Division
		Operate (LTO), and transmittal letter to applicant. 4.4 Review and recommend approval of the		15 Working Days	Science Research Specialist,

	LTO application, evaluation sheet, and transmittal letter to applicant 4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Respective Division Supervising SRS, Respective Division
				Division Chief Respective Section
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	Assistant Director, OIMB-OD
	 4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 4.8 Release of signed 	None		Director, OIMB-OD
	LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
 Receipt of signed LTO and transmittal letter 	 5.1 Release of application to client 5.2 File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division
Total Number	er of Days		20 Working	g Days



Issuance of License to Operate (LTO) for LPG Refiller

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bur Concerns Division	eau – Retail Market Monitoring and Special
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage a	as LPG Refiller.
CHECKLIST C	OF REQUIREMENTS	WHERE TO SECURE
1. Application Form –	Annex E (1 copy)	RMMSCD
		Application Form (Annex E)
2. Checklist of Require	rements – Annex E-1	
(1 copy)		
3. Company Profile Fo	orm – Annex E-2 (1 copy)	RMMSCD
4. Establishment Profi	le Form - Annex E-3	Checklist of Requirements (E1 – E4)
5. Inventory of LPG C	ylinders - Annex E-4	
6. Attached Supporting	g Documents:	
6.1. Executive briefe	er of operation;	Provided by applicant
6.2. Scaled layout pl	an of the establishment;	Provided by applicant
	tion for the applied business	
activity from the S	Securities and Exchange	Securities and Exchange Commission (SEC)
	epartment of Trade and	/ Department of Trade and Industry (DTI)
Industry (whichev		
6.4. Articles of Incorp	oration if SEC registered or	Securities and Exchange Commission (SEC)
its equivalent if D		/ Department of Trade and Industry (DTI)
	c registered or its equivalent	Securities and Exchange Commission (SEC)
if DTI registered;		/ Department of Trade and Industry (DTI)
	for the applied business Local Government Unit or	Local Government Unit (LGU) / Philippine
PEZA Certificate		Economic Zone Authority (PEZA)
	I Revenue registration for the	
applied business		Bureau of Internal Revenue (BIR)
	stration and official receipt	, , , , , , , , , , , , , , , , , , ,
	from LTO with picture of the	Land Transportation Office (LTO)
front of vehicle w	ith plate number;	, ,
6.9. Conveyance Permit per motor vehicle from		Bureau of Fire Protection (BFP)
the Bureau of Fir	e Protection;	
6.10. Calibration certi	ficate per bulk motor vehicle	
(lorry tank) from I	DOST;	Maritime Industry Authority (MARINA)

6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
6.12. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
6.13. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
6.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
6.15. Notarized certification on the supplier's contract/agreement;	Provided by applicant
6.16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
 6.17 Latest digital photographs (5R Size with date/time stamp) showing the following: 6.17.1Full and front and back views of establishment; 	Provided by applicant
 6.17.2Measuring Device/s; 6.17.3LPG cylinders; 6.17.4Safety and informational signs; and 6.17.5Display board showing the Facility registered business name and address. 	
6.17. Fire prevention and response manual;	Provided by applicant
6.18. LPG spill prevention and response manual;	Provided by applicant
6.19. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
6.20. Notarized company secretary's certificate for	
authorized representative and signatory; and	Provided by applicant
6.21. Proof of payment of application fee.	Provided by applicant
 Notes: 1. Submit one (1) Certified True Copy of all the required supporting documents; 	Provided by applicant
2. Submission of Annual Reportorial Requirements as LPG Refiller;	RMMSCD Section 29.4 - Annexes ARD 1 to 5 - Annual Reports – Refilling Plant
 The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards. 	RMMSCD Annex J
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD <u>Annex L</u>

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau via walk- in, mailed to the DOE/OBD or received at the DOE Records	 6.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3. If incomplete, return to client. 	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
2.	Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3.	Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	 4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 			Admin Staff, OIMB-OD Admin Staff Respective Division
		4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	Science Research Specialist, Respective Division

		4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			Supervising SRS, Respective Division
		4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Division Chief, Respective Division
		4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	Assistant Director, OIMB-OD
		4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant	None		Director, OIMB-OD
		4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
5.	Receipt of signed LTO and transmittal letter	5.1. Release of application to client5.2. File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	Total Number of Days			20 Working D	ays



Issuance of License to Operate (LTO) for LPG Dealer

Department Circular No.: DC 2022-11-0037

Classification: Highly Technical Type of Transaction: Government to Business Who may avail: Entities intending to engage as LPG Dealer. CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Application Form – Annex F (1 copy) RMMSCD 2. Checklist of Requirements – Annex F-1 (1 copy) Application Form (Annex F) 3. Company Profile Form – Annex F-2 (1 copy) Application Form (Annex F) 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout – Annex F-5 Provided by applicant 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / De	Office	or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division			
Type of Transaction: Government to Business Who may avail: Entities intending to engage as LPG Dealer. CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Application Form – Annex F (1 copy) RMMSCD 2. Checklist of Requirements – Annex F-1 (1 copy) Application Form (Annex F) 3. Company Profile Form – Annex F-2 (1 copy) Cutlet Profile Form – Annex F-3 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 RMMSCD 6. Typical Dealer's Warehouse Layout – Annex F-5 Provided by applicant 7.1. Executive briefer of operation; 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Department of Trade and Industry (DTI)	Classif	fication:				
Who may avail: Entities intending to engage as LPG Dealer. CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Application Form – Annex F (1 copy) RMMSCD 2. Checklist of Requirements – Annex F-1 (1 copy) Application Form (Annex F) 3. Company Profile Form – Annex F-2 (1 copy) Application Form (Annex F) 4. Outlet Profile Form – Annex F-3 RMMSCD 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 7. Attached Supporting Documents: 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant Securities and Exchange Commission (SEC) / Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)				22		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Application Form – Annex F (1 copy) RMMSCD 2. Checklist of Requirements – Annex F-1 (1 copy) Application Form (Annex F) 3. Company Profile Form – Annex F-2 (1 copy) RMMSCD 4. Outlet Profile Form – Annex F-3 RMMSCD 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout – Annex F-5 Attached Supporting Documents: 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DT1 registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DT1 registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)						
1. Application Form – Annex F (1 copy) RMMSCD 2. Checklist of Requirements – Annex F-1 Application Form (Annex F) 2. Checklist of Requirements – Annex F-1 RMMSCD 3. Company Profile Form – Annex F-2 (1 RMMSCD copy) RMMSCD 4. Outlet Profile Form – Annex F-3 RMMSCD 5. List of transport motor vehicle per total company basis with supporting documents – Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout – Annex F-5 Provided by applicant 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DT1 registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DT1 registered; Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)						
Application Form (Annex F) 2. Checklist of Requirements – Annex F-1 (1 copy) Application Form (Annex F) 3. Company Profile Form – Annex F-2 (1 copy) RMMSCD 4. Outlet Profile Form - Annex F-3 RMMSCD 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout – Annex F-5 Checklist of Requirements (F1 – F5) 7. Attached Supporting Documents: Provided by applicant 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Department of Trade and Industry (DTI)						
(1 copy) 3. Company Profile Form – Annex F-2 (1 copy) 4. Outlet Profile Form - Annex F-3 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 6. Typical Dealer's Warehouse Layout - Annex F-5 7. Attached Supporting Documents: 7.1. Executive briefer of operation; 7.2. Scaled layout plan of the establishment; 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.6. Business permit for the applied		•	· · · · ·			
 Company Profile Form – Annex F-2 (1 copy) Outlet Profile Form - Annex F-3 List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Typical Dealer's Warehouse Layout – Annex F-5 Attached Supporting Documents: T.1. Executive briefer of operation; Provided by applicant Scaled layout plan of the establishment; Scaled layout plan of the securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Articles of Incorporation if SEC registered; Articles of Incorporation if SEC registered; Latest GIS if SEC registered or its equivalent if DTI registered; Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 		•	ments – Annex F-1			
4. Outlet Profile Form - Annex F-3 RMMSCD 5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout - Annex F-5 Annex F-5 7. Attached Supporting Documents: Provided by applicant 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	3. Co	mpany Profile Forr	n – Annex F-2 (1			
5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 Checklist of Requirements (F1 – F5) 6. Typical Dealer's Warehouse Layout - Annex F-5 Provided by applicant 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)				DMMCCD		
company basis with supporting documents - Annex F-4 6. Typical Dealer's Warehouse Layout - Annex F-5 7. Attached Supporting Documents: 7.1. Executive briefer of operation; 7.2. Scaled layout plan of the establishment; 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)						
 Annex F-4 Typical Dealer's Warehouse Layout Annex F-5 Attached Supporting Documents: Annex F-5 Attached Supporting Documents: Executive briefer of operation; Provided by applicant Scaled layout plan of the establishment; Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Articles of Incorporation if SEC registered or its equivalent if DTI registered; Latest GIS if SEC registered or its equivalent if DTI registered; Latest GIS if SEC registered or its equivalent if DTI registered; Business permit for the applied 				$\frac{1}{2} - \frac{1}{2} - \frac{1}$		
6. Typical Dealer's Warehouse Layout - Annex F-5 7. Attached Supporting Documents: 7.1. Executive briefer of operation; 7.2. Scaled layout plan of the establishment; 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.5. Business permit for the applied			supporting documents			
 Annex F-5 7. Attached Supporting Documents: 7.1. Executive briefer of operation; 7.2. Scaled layout plan of the establishment; 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.6. Business permit for the applied 						
7. Attached Supporting Documents: 7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)			ehouse Layout			
7.1. Executive briefer of operation; Provided by applicant 7.2. Scaled layout plan of the establishment; Provided by applicant 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)			<u></u>			
 7.2. Scaled layout plan of the establishment; 7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.6. Business permit for the applied 						
establishment;7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)7.5. Latest GIS if SEC registered or its equivalent if DTI registered;Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)7.6. Business permit for the appliedSecurities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)						
business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied The applied	7.2.		n of the	Provided by applicant		
business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable); Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied The applied	7.3.	Business registrat	ion for the applied			
of Trade and Industry (whichever is applicable); 7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; 7.6. Business permit for the applied Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)				Securities and Exchange Commission (SEC) /		
applicable); 7.4. Articles of Incorporation if SEC Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) registered; 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Department of Trade and Industry (DTI)		Exchange Commi	ssion or Department	Department of Trade and Industry (DTI)		
7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied The applied		of Trade and Indu	stry (whichever is			
registered or its equivalent if DTI registered; Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Trade and Industry (DTI)		applicable);				
registered or its equivalent if DTI registered; Department of Trade and Industry (DTI) 7.5. Latest GIS if SEC registered or its equivalent if DTI registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied Trade and Industry (DTI)	7.4.	Articles of Incorpo	oration if SEC	Securities and Exchange Commission (SEC) /		
registered; Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) 7.6. Business permit for the applied				Department of Trade and Industry (DTI)		
equivalent if DTI registered;Department of Trade and Industry (DTI)7.6. Business permit for the applied			-			
equivalent if DTI registered;Department of Trade and Industry (DTI)7.6. Business permit for the applied	7.5.	Latest GIS if SEC	registered or its	Securities and Exchange Commission (SEC) /		
7.6. Business permit for the applied						
	7.6.					
business activity from the Local Local Government Unit (LGU) / Philippine				Local Government Unit (LGU) / Philippine		
Government Unit or PEZA Certificate of Economic Zone Authority (PEZA)		•		· · · · · · · · · · · · · · · · · · ·		
Registration;		Registration;				
7.7. Bureau of Internal Revenue registration	7.7.	Bureau of Interna	Revenue registration			
for the applied business activity; Bureau of Internal Revenue (BIR)				Bureau of Internal Revenue (BIR)		
7.8. Certificate of registration and official	7.8.			· · · · ·		
receipt per motor vehicle from LTO with Land Transportation Office (LTO)				Land Transportation Office (LTO)		

picture of the front of vehicle with plate	
picture of the front of vehicle with plate number;	
7.9. Conveyance Permit per motor vehicle	Bureau of Fire Protection (BFP)
from the Bureau of Fire Protection;	Dureau of the tholection (DIT)
7.10. Fire safety inspection certificate per	
establishment from the Bureau of Fire	Bureau of Fire Protection (BFP)
Protection;	Daload of the thousand (Diff)
7.11. Occupancy permit per establishment	
from the Local Government Unit	Local Government Unit (LGU)
7.12. List of qualified service personnel with	
attached certificate of training	Provided by applicant
conducted by DOE recognized training	
organization;	
7.13 Latest digital photographs (5R Size with	
date/time stamp) showing the following:	Provided by applicant
7.13.1 Full and front and back views of	
establishment;	
7.13.2 Price Display Board;	
7.13.3 Measuring device/s;	
7.13.4 LPG cylinders;	
7.13.5 Safety and informational signs; and	
7.13.6 Display board showing the Facility	
registered business name and address.	
7.13. Fire prevention and response manual;	Provided by applicant
7.14. Clearance certificate from the Legal	
Services - No pending penalty or	DOE – Office of the Legal Services
prohibition to engage in the LPG	
Activity;	
7.15. Notarized company secretary's	
certificate for authorized representative	Provided by applicant
and signatory; and	
7.16. Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all	
the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial	RMMSCD
Requirements as Trademark Owner or	Section 29.5 - Annexes ARE 1 to 5 - Annual
Marketer;	Reports – LPG Dealer
3. The LPG product, Ancillary equipment,	RMMSCD
actual construction of an LPG facility and	<u>Annex J</u>
code of safety practice shall comply with	
Annex J - List of reference	
standards/codes based on the latest	
promulgated PNS or in the absence	
thereof any internationally accepted codes	
or standards.	
4 Price Display Reard Templete	RMMSCD
4. Price Display Board Template	<u>Annex K</u>

5.	Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 			
2.	Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	4.1 Receive application and assign to respective division 4.2 Receive			Admin Staff, OIMB-OD
		application and assign to respective			Admin Staff Respective Division

			[
	section/			
	personnel			
	4.3 Evaluate/process		(-) · · · ·	
	application and		15 Working	
	prepare		Days	Science
	evaluation sheet,			Research
	License to			Specialist,
	Operate (LTO),			Respective
	and transmittal			Division
	letter to			
	applicant.			
	4.4 Review and			
	recommend			Supervising
	approval of the			SRS,
	LTO application,			Respective
	evaluation sheet,			Division
	and transmittal			
	letter to applicant			
	4.5 Review and			
	endorse to OBD			
	for approval of			
	the evaluated			Division Chief
	application/			Respective
	transmittal letter			Division
				DIVISION
	to applicant and			
	recommend			
	approval			
	4.6 Review and			
	endorse to OBD			
	the LTO,			Assistant
	Evaluation sheet,	None	5 Working	Director,
	and transmittal		days	OIMB-OD
	letter to applicant			
	for Director's			
	approval			
	4.7 Review and			
	approval of LTO,			Director,
	evaluation sheet,			OIMB-OD
	and transmittal			
	letter to applicant			
	4.8 Release of			
	signed LTO,			Admin Staff,
	evaluation sheet,			OIMB-OD
	and transmittal			
	letter to			
	RMMSCD			
5 Receipt of signed	5.1. Release of	None		Admin Staff
LTO and	application to client	None		Admin Staff,
L				

Acknowledgement Letter	5.2. File copy of the application and action for safekeeping		Respective Division
Total Numbe	r of Days	20 \	Working Days



Issuance of License to Operate (LTO) for LPG Retailer

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to enga	ge as I PG Retailer		
	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – An		RMMSCD		
		Application Form (Annex G)		
2. Checklist of Requirem (1 copy)	ents – Annex G-1			
3. Company Profile Form	n – Annex G-2 (1 copy)			
4. Outlet Profile Form - A				
5. List of transport motor		RMMSCD		
company basis with su	•	Checklist of Requirements (G1 – G5)		
Annex G-4				
6. Typical Retail Outlet L	avout Design – Annex G-			
5				
7. Attached Supporting D	Documents:			
7.1. Executive briefer		Provided by applicant		
7.2. Scaled layout pla	n of the establishment;	Provided by applicant Provided by applicant		
7.3. Business registrat				
business activity from	the Securities and	Securities and Exchange Commission (SEC) /		
	n or Department of Trade	Department of Trade and Industry (DTI)		
and Industry (whichev				
7.4. Articles of Incorpo		Securities and Exchange Commission (SEC) /		
or its equivalent if DTI		Department of Trade and Industry (DTI)		
7.5. Latest GIS if SEC	0	Securities and Exchange Commission (SEC) /		
equivalent if DTI regis	tered;	Department of Trade and Industry (DTI)		
7.6. Business permit for		Local Government Unit (LGU) / Philippine		
activity from the Local		Economic Zone Authority (PEZA)		
PEZA Certificate of Re				
	Revenue registration for			
the applied business a		Bureau of Internal Revenue (BIR)		
	stration and official receipt			
	LTO with picture of the	Land Transportation Office (LTO)		
front of vehicle with pla				
	hit per motor vehicle from	Bureau of Fire Protection (BFP)		
the Bureau of Fire Pro	tection;			

7.10 Fire safety inspection certificate per	
establishment from the Bureau of Fire	Bureau of Fire Protection (BFP)
Protection;	
7.11 Occupancy permit per establishment from	
the Local Government Unit	Local Government Unit (LGU)
7.12 List of qualified service personnel with	
attached certificate of training conducted by	Provided by applicant
DOE recognized training organization;	
7.13 Latest digital photographs (5R Size with	
date/time stamp) showing the following:	Provided by applicant
7.13.1 Full and front and back views of	
establishment;	
7.13.2 Price Display Board;	
7.13.3 Measuring device/s;	
7.13.4 LPG cylinders;	
7.13.5 Safety and informational signs; and	
7.13.6 Display board showing the Facility	
registered business name and address.	
7.14 Fire prevention and response manual;	Provided by applicant
7.15 Clearance certificate from the Legal	
Services - No pending penalty or prohibition to	DOE – Office of the Legal Services
engage in the LPG Activity;	
7.16 Notarized company secretary's certificate	
for authorized representative and signatory;	Provided by applicant
and	
7.17 Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all	
the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial	
Requirements as Trademark Owner or	RMMSCD - Section 29.6 - Annexes ARF 1 to
Marketer:	5 - Annual Reports – LPG Retailer
· · · · · · · · · · · · · · · · · · ·	
3. Retail Outlet Classification and Maximum	RMMSCD
Floor Stock Requirement	<u>Annex G-6</u>
4. The LPG product, Ancillary equipment,	
actual construction of an LPG facility and	
code of safety practice shall comply with	
Annex J - List of reference	
standards/codes based on the latest	RMMSCD
	Annex J
promulgated PNS or in the absence thereof	
any internationally accepted codes or	
standards.	
5. Price Display Board Template	RMMSCD
	<u>Annex K</u>
Prohibited Acts and Penalties for	RMMSCD
Registration and LTO	Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records 	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	 4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant. 		15 Working	Admin Staff, OIMB-OD Admin Staff Respective Division Science Research Specialist, Respective Division
	4.4. Review and recommend		Days	Supervising SRS

	approval of the LTO application, evaluation sheet, and transmittal letter to applicant			Respective Division
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Division Chief Respective Division
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	None	5 Working days	Assistant Director, OIMB-OD
	 4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 4.8. Release of signed LTO, evaluation 			Director, OIMB-OD
	sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client5.2. File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
Total Numb	er of Days		20 Working	Days



Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to enga	ge as Auto-LPG Dispensing Station		
-	Owner/Operator.			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – A	nnex H (1 copy)	RMMSCD		
		Application Form (Annex H)		
2. Checklist of Require	ments – Annex H-1			
(1 copy)				
3. Company Profile For	m – Annex H-2 (1 copy)			
4. Establishment Profile	Form - Annex H-3	RMMSCD		
5. List of motor vehicle	per total company basis	Checklist of Requirements (H1 – H4)		
with supporting	documents - Annex H-4			
6. Attached Supporting	Documents:			
6.1. Executive briefe	r of operation;	Provided by applicant		
6.2. Scaled layout pla	an of the establishment;	Provided by applicant		
	ation for the applied			
business activity from		Securities and Exchange Commission (SEC)		
Exchange Commission		Department of Trade and Industry (DTI)		
Trade and Industry (v	vhichever is applicable);			
	oration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent if DT	I registered;	Department of Trade and Industry (DTI)		
6.5. Latest GIS if SEC	C registered or its	Securities and Exchange Commission (SEC) /		
equivalent if DTI regis	stered;	Department of Trade and Industry (DTI)		
	for the applied business	Local Government Unit (LGU) / Philippine		
activity from the Loca	I Government Unit or	Economic Zone Authority (PEZA)		
PEZA Certificate of R				
	al Revenue registration			
for the applied busine		Bureau of Internal Revenue (BIR)		
	stration and official			
receipt per motor veh		Land Transportation Office (LTO)		
picture of the front of	vehicle with plate			
number;				

6.9. Conveyance Permit per motor vehicle	Bureau of Fire Protection (BFP)
from the Bureau of Fire Protection;	
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
6.12. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
6.14. Notarized certification on the supplier's contract/agreement;	Provided by applicant
 6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization; 	Provided by applicant
 6.16. Latest digital photographs (5R Size with date/time stamp) showing the following: 6.16.1. Full and front and back views of establishment; 6.16.2. Price Display Board; 	Provided by applicant
6.16.3. Safety and informational signs; and6.16.4. Display board showing the Facility registered business name and address.	
6.17. Fire prevention and response manual;	Provided by applicant
 6.18. LPG spill prevention and response manual; 	Provided by applicant
 6.19. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity; 	DOE – Office of the Legal Services
 Notarized company secretary's certificate for authorized representative and signatory; and 	Provided by applicant
6.21. Proof of payment of application fee.	Provided by applicant
Notes: 1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
 Submission of Annual Reportorial Requirements as Trademark Owner or Marketer; 	RMMSCD Section 29.4 - Annexes ARG 1 to 4 - Annual Reports – Auto-LPG
 The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence 	RMMSCD <u>Annex J</u>

	thereof any intern or standards.	ationally accepted codes			
4	 Prohibited Acts and Penalties for Registration and LTO 		RMMSCD Annex L		
С	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
C N B m D re	ile application to Dil Industry Management Bureau via walk-in, nailed to the DOE/OBD or eceived at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 			
Ci Li N O e	Secure Clearance ertificate from the egal Services - lo pending penalty or prohibition to engage in DOI ectivity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3. P	ay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
	Processing of opplication	 4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and 	None		Admin Staff, OIMB-OD Admin Staff Respective Division Science Research
		prepare evaluation			Specialist,

	sheet, License to Operate (LTO), and transmittal letter to applicant. 4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant		15 Working Days	Respective Division Supervising SRS, Respective Division
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Division Chief Respective Division
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval			Assistant Director, OIMB-OD
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant		5 Working days	Director, OIMB-OD Admin Staff, OIMB-OD
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD		uays	
5. Receipt of signed LTO and Acknowledgement Letter	 5.1. Release of application to client 5.2. File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division
Total Numl	per of Days		20 Working I	Days



Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to enga	ge as Centralized LPG Piping System		
	Owner/Operator.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form – Ar	nnex I (1 copy)	RMMSCD		
		Application Form (Annex I)		
2. Checklist of Require	ments – Annex I-1			
(1 copy)				
3. Company Profile For				
4. Establishment Profile		RMMSCD		
5. List of motor vehicle		<u>Checklist of Requirements (I1 – I4)</u>		
with supporting docu				
6. Attached Supporting				
6.1. Executive briefer		Provided by applicant		
/	n of the establishment;	Provided by applicant		
6.3. Business registrat				
business activity from the Securities and		Securities and Exchange Commission (SEC) /		
Exchange Commission		Department of Trade and Industry (DTI)		
and Industry (whicheve				
•	ration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent if DTI r		Department of Trade and Industry (DTI)		
6.5. Latest GIS if SEC		Securities and Exchange Commission (SEC) /		
equivalent if DTI registe		Department of Trade and Industry (DTI)		
	or the applied business	Local Government Unit (LGU) / Philippine		
	Sovernment Unit or PEZA	Economic Zone Authority (PEZA)		
Certificate of Registratio				
	Revenue registration for	Bureau of Internal Revenue (BIR)		
the applied business ac	ration and official receipt	Dureau or internal Revenue (DIR)		
	om LTO with picture of	Land Transportation Office (LTO)		
the front of vehicle				
	t per motor vehicle from	Bureau of Fire Protection (BFP)		
the Bureau of Fire I	Protection:			
	101001011,			

 c. Calibration certificate per bulk motor vehicle (lorry tank) from DOST; 	Maritime Industry Authority (MARINA)
 Fire safety inspection certificate per establishment from the Bureau of Fire Protection; 	Bureau of Fire Protection (BFP)
e. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
f. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
 g. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE); 	Department of Labor and Employment (DOLE)
h. Notarized certification on the supplier's contract/agreement;	Provided by applicant
i. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
 j. Latest digital photographs (5R Size with date/time stamp) showing the following: i. Full and front and back views of establishment; ii. Safety and informational signs; and iii. Display board showing the Facility registered business name and address. 	Provided by applicant
k. Fire prevention and response manual;	Provided by applicant
I. LPG spill prevention and response manual;	Provided by applicant
 m. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity; 	DOE – Office of the Legal Services
 Notarized company secretary's certificate for authorized representative and signatory; and 	Provided by applicant
o. Proof of payment of application fee.	Provided by applicant
Notes:	
 Submit one (1) Certified True Copy of all the required supporting documents; 	Provided by applicant
 Submission of Annual Reportorial Requirements as Trademark Owner or Marketer; 	RMMSCD Section 29.4 - Annexes ARH 1 to 4 - Annual Reports – Centralized LPG Piping System Owner/Operator
 The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence 	RMMSCD <u>Annex J</u>

	thereof any internation standards.	ally accepted codes or			
4.	 Prohibited Acts and Penalties for Registration and LTO 		RMMSCD <u>Annex L</u>		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 			
	Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	 4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 			Admin Staff, OIMB-OD Admin Staff Respective Division

	4.3. Evaluate/process			Quia
	application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	Science Research Specialist, Respective Division
	4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant	None		Supervising SRS, Respective Division
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Division Chief Respective Division
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	Assistant Director, OIMB-OD
	 4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 4.8. Release of signed 			Director, OIMB-OD
	LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
5. Receipt of signed LTO and Acknowledgement Letter	 5.1. Release of application to client 5.2. File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division
Total Numb	er of Days		20 Working	Days



Issuance of Certification for Hauler

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management	t Bureau
Classification:	Highly Technical	
Type of	G2B	
Transaction:		
Who may avail:	Dealer, operator, owner o	or proprietor of the Retail Outlet who owns a tank
		Fuels for its retailing business, whether by land or
		n their sources directly to their own Retail Outlet
	F REQUIREMENTS	WHERE TO SECURE
I. Prior Notice		
	notarized application	Provided by applicant
	with the following	 <u>Hauler Application Form (Revised).pdf</u>
information: (1		
	name, address,	
	number, fax number and	
	ress of the business	
office;		
	nd complete address of	
	shment; and	
	ealer/retailer or	
	representative if	
	o/corporation/cooperative	
II. Supporting Docum	ents (Certified True	
Copies)		1 = 0
1. LTO OR/CR o		LTO
	tion Certificate for the	DOST
Tank Truck/s		
	sport Flammable Liquid	BFP
	or Conveyance Permit	Drevided by say lists (
4. COC of Retail		Provided by applicant
5. Payment of fee	e	Provided by applicant
Notes:	of the phone decomposite	
	of the above documents	
-	nted to OIMB for	
authentication		
	t is a representative of	
	n/company; Secretary's corporation) or	
	orization Letter (for	
	Il be required indicating	
	ant/person is authorized	

to transact wit corporation/cc	h DOE on behalf of the mpany.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issuance of order of payment for fees (treasury) 1.3 If incomplete, return to client. 	None		Officer of the day Oil Industry Management Bureau
2. Payment of applicable fees	2.1 Processing of payment and issuance of Official Receipt	Php 1,050.00		<i>Cashier</i> Treasury
 Submission of application to Oil Industry Management Bureau 	3.1 Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	3.2 Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	3.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	3.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	3.5 Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	3.6 Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
4 Receipt of Certification	4.1 Release of approved application to respective division	None		<i>Admin Staff</i> Office of the Bureau Director

4.2 Encoding of Certification	None	Admin Staff Respective Division
4.3 Release of application to client a. File copy of the application and action for safekeeping	None	Admin Staff Respective Division
Total Number of Days		20 Working Days



Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Permit to persons engaged or intending to engage in the business of retailing Liquid Fuels as Temporary Retail Outlet pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Bureau						
Classification:	Complex Transaction						
Type of Transaction:	G2B						
Who may avail:		Entities intending to engage in retailing of Liquid Fuels in areas declared as					
		under a state of calamity/emergency and where no retail outlet can serve as a					
	result of calamity/emerge						
	F REQUIREMENTS	WHERE TO SECURE					
1. For 1st Issuance (In	nitial 15 days of	Provided by applicant					
operation)		7 TERO Application Form (Revised).pdf					
	notarized application form						
	following information:						
(1 copy)							
	ne, address, telephone						
-	per and e-mail address of						
the business offic							
Retail Outlet; and	complete address of the						
	er/retailer or authorized						
representative if							
•	ration/cooperative						
	DIMB with endorsement	LGU or LDRRMC					
from LGU or LDRRMC							
	ation of Compliance to	Engineering Procurement Construction Contractor					
	e IV of DC2017-11-0011						
or "Revised Retai	I Rules" by the						
Engineering Proc							
Installation/Const	ruction Contractor and						
dealer/retailer							
4. For Extension							
	or extension of operation	Provided by Applicant					
(1 copy)							
5. Endorsement fror	n LGU or LDRRMC						
(1 copy)		LGU or LDRRMC					
	Notes						
	2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for						
corporation) or notarized Authorization Letter (for company) shall be required indicating that the							
applicant/person is authorized to transact with DOE on behalf of the corporation/company.							

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1. Filing of application to Oil	1.1. Review of completeness of	None		Staff, Oil Industry Management			
Industry Management Bureau	documents against checklist of requirements			Bureau			
	1.2. If incomplete, return to client.						
2. Submission of application to OIMB	2.1 Official Acceptance of application		5 Working Days	Admin Staff, OIMB			
	2.2 Endorsement of application to OIMB						
	2.3 Receipt of application and assignment to respective division	None		Admin Staff, OIMB			
	2.4 Receipt of application and assignment to respective section/ personnel			Admin Staff, OIMB			
	2.5 Processing, review and endorsement to Office of the Bureau Director			Division Chief			
	2.6 Review and endorsement of application for Director's approval		2 Working days	Assistant Director, OIMB-OD			
	2.7 Review and approval of endorsed application			Director Office of the Bureau Director			
3. Receipt of Permit	3.1 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director			
	3.2 Encoding of Permit	None		Admin Staff Respective Division			
	 a. Release of application to client b. File copy of the application and action for safekeeping 	None		Admin Staff Respective Division			
Total Number of Days 7 Working Days							



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Offi	ce or Division:	Oil Industry Management B	ureau					
Cla	ssification:	Highly Technical						
Тур	e of	G2B						
Tra	nsaction:	tion:						
Wh	o may avail:	Entities intending to engage	e in the business of retailing of Liquid Fuels					
	CHECKLIST C	OF REQUIREMENTS	WHERE TO SECURE					
Ι.	Prior Notice							
1.	Filled-out and nota	arized application form	Provided by applicant (see Application Form)					
	complete with the	following information: (1	<u>COC Application Form (Revised).pdf</u>					
(сору)							
		ime, address, telephone						
		number and e-mail						
		he business office;						
		d complete address of the						
	Retail Outlet							
		aler/retailer or authorized						
	representati							
		corporation/cooperative						
		taking on liability in case of	Provided by applicant (see Undertaking Form)					
		ed by dealer/retailer (1	<u>COC Undertaking Form.pdf</u>					
	copy)							
		nents for 1 st Issuance						
1.		ppy of the valid Supply	OIMB-registered distributor/ supplier					
		iginal Supplier's Certificate						
	from an OIMB-re							
		er with validity period (1						
2.	copy)	nent that the facility design						
Ζ.		the Retail Outlet is PNS-						
		by the Engineering						
		nstruction Contractor and	Engineering Procurement Construction					
		the Retail Outlet supported	Contractor					
		d PRC ID and/or Basic	Contractor					
		fety and Health Certificate						
	(1 copy)							
3.		g pumps/hoses and						
0.	underground sto							
		apacity/ies per product (1	Provided by applicant					
	copy)							
L								

4. Scaled lay-out plan showing the	
island/dispensing pumps, underground	Engineering Procurement Construction
storage tanks, cashier's booth and other	Contractor
facilities (with measurement) (1 copy)	Contractor
	Dravidad by applicant
	Provided by applicant
 Full/front, right, and left side views of the Retail Outlet 	
b. Required stickers/labels for RON, E10	
and B2, among others	
c. Price display board	
d. Safety and informational signs	
6. DOE COC/LTO Clearance of No Pending	Legal Services
Case (1 copy)	
7. Payment of fee – Official Receipt or Bank	Provided by applicant
Transaction Slip	
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form	
complete with the following information:	Provided by applicant
(1 сору)	
a. Business name, address, telephone	
number, fax number and e-mail	
address of the business office;	
 b. Location and complete address of 	
the Retail Outlet; and	
c. Name of dealer/retailer or	
authorized representative if	
partnership/corporation/cooperative	
2. Accomplished DOE Form on	Dravidad by applicant
Undertaking (1 copy)	Provided by applicant
3. Authenticated copy of the valid Supply	
Agreement or original Supplier's	
Certificate from an OIMB-registered	OIMB-registered distributor/ supplier
distributor/supplier with validity period (1	
copy)	
4. DOE COC/LTO Clearance of No	
Pending Case (1 copy)	Legal Services
5. Latest photographs (in 5R size)	Drovided by engliserat
showing:	Provided by applicant
a. Full/front, right, and left side views	
of the Retail Outlet	
b. Required stickers/labels for RON,	
E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
6. Photocopy of previous COC	Provided by applicant
7. Payment of Fee - Official Receipt or	
Bank Transaction Slip	Provided by applicant
IV. Reportorial Requirements (Under oath;	
submitted every 30 th day of January)	
Submitted every 50 day of January	

1. Data on Purcl in Volume (1	 Provided by applicant (see Reportorial Form) <u>Data on Running Inventory for the</u> <u>Year.pdf</u> 			
	presented to	any; Secretary's (ication purposes	
applicant/person	is authorized to transact wit	FEES TO	PROCESSING	PERSON
 Filing of application to Oil Industry Management Bureau 2. Filing of DOE 	 1. 1 Review of completeness of documents against checklist of requirement 1.2. If complete, provide DOE COC Clearance of No Pending Case to be filed on Legal Services 1.3. If incomplete, return to client. 2.2 Checking of 	BE PAID None Administra	TIME	RESPONSIBLE Officer of the day Oil Industry Management Bureau Division Chief or
COC/LTO Clearance of No Pending Case to Legal Services	 database if LFRO has record of pending case 2.3 If no pending case, indicate continue processing of COC 2.4 If with pending case, indicate hold in abeyance processing of COC 	tive Fine, if applicable		<i>Director</i> Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php3,100. 00		<i>Cashier</i> Treasury

			Renewal –]
			Php3,000. 00		
5. Submission of application to Oil Industry Management Bureau	5.1.	Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	5.2.	Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	5.3	Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	5.4	Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	5.5	Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	5.6	Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
6. Receipt of approved COC	6.1.	Release of approved application to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	6.2	Encoding of COC	None		Admin Staff Respective Division
	6.3 a. Fi	Release of application to client le copy of the application and action for safekeeping	None		Admin Staff Respective Division
Total Nu	of Days		20 Working	g Days	



Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Non-coverage (CNC) to all persons engaged for ownuse operation pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Classification: Highly Technical Transaction Type of Transaction: G2B Who may avail: Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative Provided by Applicant 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier Certificate from an OIMB-registered 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applican	Office or Division:	Oil Industry Managem	ent Bureau				
Transaction: Image: Control of a motor vehicle fleet Who may avail: Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative Provided by Applicant 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/ supplier OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provided by applicant provided by applicant 6. Memorandum of Agreement with the fleet operator accepting the following obligations: Provided by applicant provided by applicant 6. To submit the above document	Classification:						
Who may avail: Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative Provided by Applicant 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, aronog others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided Supplier's Certificate from an OIMB-registered distributor/ supplier (1 copy) 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following revisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant	Type of	G2B					
operation of a motor vehicle fleet CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; Provided by applicant 1.2 Location and complete address of the establishment; and Provided by Applicant 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative Provided by Applicant 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6.1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant	Transaction:						
CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; Image: Comparison of Compariso	Who may avail:	Entities intending to e	ngage in own-use operation which refers to the				
1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy) Provided by applicant 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant							
letter-request containing the following information: (1 copy) 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) 3. Valid Membership Agreement of the fleet (1 copy) 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: 6.1 To submit the above documentary requirements for and in-behalf of the fleet operator							
information: (1 copy) 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant	3	0	Provided by applicant				
1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. A To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant							
number, fax number and e-mail address of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant							
of the business office; 1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) 3. Valid Membership Agreement of the fleet (1 copy) 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following novider containing, among others, the following provisions: 6.1 To submit the above documentary requirements for and in-behalf of the fleet operator							
1.2 Location and complete address of the establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Provided by applicant							
establishment; and 1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Freevide by applicant		,					
1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative Provided by Applicant 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) Provided by Applicant 3. Valid Membership Agreement of the fleet (1 copy) Provided by Applicant 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) OIMB-registered distributor/ supplier 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles LGU 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: Provided by applicant 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator Centerstore		mplete address of the					
representative if partnership/corporation/cooperative 2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy) 3. Valid Membership Agreement of the fleet (1 copy) 4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: 6. 1 To submit the above documentary requirements for and in-behalf of the fleet operator	· · · · · ·						
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6.1 To submit the above documentary requirements for and in-behalf of the fleet operator							
requirements for and in-behalf of the fleet operator							
fleet operator							
	•						
		facility to exclusively					
serve the fleet		. ,					

	e Notarized affidavit of			
•	d in-behalf of the fleet			
operator				
7. List of dispensing				
underground stora	ige tank/s with	Dro	wided by opplicar	\ +
corresponding cap	acity/ies per product	PIC	ovided by applicar	IL
(1 copy)				
8. Scaled lay-out pla	n showing the			
	pumps, underground	– · · –		
	hier's booth and other	Engineering Proc	urement Construc	ction Contractor
-	surement) (1 copy)			
9. Accomplished DO				
Undertaking (1 co		Pro	ovided by applicar	nt
	raphs (in 5R size)	Pro	vided by applicar	nt
showing: Provided				it in the second s
	nt, and left side views			
of the facility				
2	kers/labels for RON,			
E10 and B2, amor				
-	0			
10.3 Safety and in 11. DOE COC/LTO				
			Legal Services	
Pending Case (1			•	
12. Payment of fee -		Provided by applicant		
Bank Transaction	n Slip		, ,,	
Notes:				
	the above documents			
shall be presente				
authentication pu				
	a representative of			
	ompany; Secretary's			
Certificate (for co				
	ization Letter (for			
company) shall b	e required indicating			
that the applican	t/person is authorized			
to transact with E	DOE on behalf of the			
corporation/comp	bany.			
		FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	PAID	TIME	RESPONSIBLE
1. Filing of	1.1. Review of	None		Officer of the
application to Oil	completeness of			day
	Industry documents			Oil Industry
Management	against checklist			Management
Bureau	of requirement			Bureau
	1. 2 If complete,			24.044
	issuance of			
	order of payment			
	for fees			
	(treasury)			
	1.3 If incomplete,			
1	return to client.		1	

2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	pending case 2.2 If no pending case, note continue processing of COC 2.3 If with pending case, note hold in abeyance processing of COC	Administrative Fine, if applicable		Division Chief or Director Legal Services
 Filing of application to Oil Industry Management Bureau 	3.1. Issuance of order of payment for fees (treasury)	None		Officer of the day Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	Acknowledgement of Notice Php 3,100.00		<i>Cashier</i> Treasury
5. Submission of application to Oil Industry Management Bureau	5.1 Official Acceptance of application	None	2.5 Working days	Admin Staff Office of the Bureau Director
	5.2 Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	a. Review and endorsement of application for	None	5 Working days	Assistant Director, OIMB- OD

	Director's approval		
	a. Review and approval of endorsed application	None	Director Office of the Bureau Director
6. Receipt of CNC	6.1 Release of approved application to respective division	None	<i>Admin Staff</i> Office of the Bureau Director
	6.2 Encoding of CNC	None	Admin Staff Respective Division
	6.3 Release of application to client6.4 File copy of the	None	Admin Staff Respective Division
	application and action for safekeeping		
Total Number of Days			20 Working Days



Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)

Department Circular No. DC2017-11-0011 DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serv the fuel requirements of marine vessels		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
I. Prior Notice			
1. Filled-out and nota complete with the f (1 copy)	rized application form ollowing information:	 Provided by applicant (see Application Form) <u>MRO Application Form (Revised).pdf</u> 	
number, fax nu address of the	e, address, telephone Imber and e-mail business office;		
b. Location and c the Retail Outle	omplete address of et; and		
representative	r/retailer or authorized if poration/cooperative		
 A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy) 		Provided by applicant (see Undertaking Form) <u>MRO Undertaking Form.pdf</u> 	
II. Supporting Docum			
1. Authenticated copy Agreement or origin Certificate from an distributor/supplier	nal Supplier's	OIMB-registered distributor/ supplier	
sea water or corros actions of waves Engineering Procur Contractor and dea Outlet supported by	nology can withstand sive atmosphere and on the issued by the rement Construction iler/owner of the Retail y a copy of valid PRC cupational Safety and	Engineering Procurement Construction Contractor	
3. Manufacturer's safe storage tank (1 cop	•	Manufacturer	

4. List of dispensing pumps/hoses and	
underground storage tank/s with	Provided by applicant
corresponding capacity/ies per product	7 11
(1 copy)	
5. Scaled lay-out plan showing the	
island/dispensing pumps, underground storage tanks, cashier's booth and other	Engineering Procurement Construction Contractor
facilities (with measurement) (1 copy)	
6. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of	
the Retail Outlet	
b. Required stickers/labels for RON,	
E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
7. DOE COC/LTO Clearance of No	
Pending Case (1 copy)	Legal Services
8. Payment of fee – Official Receipt or Bank	Provided by applicant
Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form	
complete with the following information:	Provided by applicant
(1 copy)	
a. Business name, address, telephone	
number, fax number and e-mail	
address of the business office;	
 b. Location and complete address of the Retail Outlet; and 	
c. Name of dealer/retailer or authorized	
representative if	
partnership/corporation/cooperative	
2. Accomplished DOE Form on	
Undertaking (1 copy)	Provided by applicant
3. Authenticated copy of the valid Supply	
Agreement or original Supplier's	OIMP registered distributer/ supplier
Certificate from an OIMB-registered	OIMB-registered distributor/ supplier
distributor/supplier with validity (1 copy)	
4. DOE COC/LTO Clearance of No	Legal Services
Pending Case (1 copy)	
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of	
the Retail Outlet	
b. Required stickers/labels for RON,	
E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	Dury data di ta su ta
6. Photocopy of previous COC	Provided by applicant
7. Payment of Fee – Official Receipt or	Provided by applicant
Bank Transaction Slip	,

IV. Reportorial Requirements (Under oath; submitted every 30th day of January)				
1. Data on Purchase, Sales and Inventory		Provided by applicant		
in Volume (1 copy) 2. Authenticated copy	of the volid Supply	• <u>Data o</u>	n Running Inventor	y for the Year.pdf
Agreement or origin Certificate from an	nal Supplier's	OIMB-r	egistered distributo	r/ supplier
	above documents shall	I be presented to	OIMB for authention	cation purposes
2. If the applicant is a corporation) or nota	representative of the co arized Authorization Let authorized to transact v	orporation/compa ter (for company)	ny; Secretary's Ce shall be required in	rtificate (for ndicating that the
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	 1.1. Review of completeness of documents against checklist of requirement 1.2 If complete, provide DOE COC Clearance of No Pending Case to be filed on Legal Services 1.3 If incomplete, return to client. 	None		Officer of the day Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	 2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, indicate continue processing of COC 2.3 If with pending case, indicate hold in abeyance processing of COC 	Administrative Fine, if applicable		Division Chief or Director Legal Services
3. Filing of application to Oil Industry	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day

	Management Bureau					Oil Industry Management Bureau
4.	Payment of applicable fees	4.1.	Processing of payment and issuance of Official Receipt	New – Php 3,100.00 Renewal – Php 3,000.00		Cashier Treasury
5.	Submission of application to Oil Industry Management Bureau	5.1	Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
		5.2	Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
		5.3	Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
		5.4	Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
		5.5	Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
		5.6	Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
		5.7	Release of approved application to respective division	None		Admin Staff Office of the Bureau Director
		5.8	Encoding of COC	None		Admin Staff Respective Division
6.	Receipt of approved COC	6.1.	Release of application to client	None		Admin Staff Respective Division

6.2. File copy of the application and action for safekeeping	
Total Number of Days	20 Working Days



Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) which is a result of emerging technologies that address the proliferation of "bote-bote".		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
I. Prior Notice			
copy)	llowing information: (1	 Provided by applicant <u>TSRO Application Form (Revised).pdf</u> 	
of the business off	er and e-mail address ice;		
b. Location and comp Retail Outlet; and	olete address of the		
c. Name of dealer/ret representative if partnership/corpor	ation/cooperative		
 A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy) 		 Provided by applicant <u>TSRO Undertaking Form.pdf</u> 	
II. Supporting Docume			
 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy) 		OIMB-registered distributor/ supplier	
 Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and 1-km. radius distance from another Retail Outlet (1 copy) 		Local Government Unit	
 Certification that the materials are manufactured in accordance to the facilities and product safety certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks, 		Facilities and product safety certifying bodies	

e.g., National Registered Testing	
Laboratory (NRTL), European Conformity	
(CE), Regulatory Compliance Mark	
(RCM), Product Safety Electrical	
Appliance and Material (PSE), among	
others (1 copy)	
4. List of dispensing pumps/hoses and	
underground storage tank/s with	
corresponding capacity/ies per product (1	Provided by applicant
copy)	
5. Scaled lay-out plan showing the	
island/dispensing pumps, underground	Engineering Procurement Construction Contractor
storage tanks, cashier's booth and other	3 1 3 1 1 1 1 1 1 1 1 1 1
facilities (with measurement) (1 copy)	
6. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of	
the Retail Outlet	
b. Required stickers/labels for RON, E10	
and B2, among others	
c. Price display board	
d. Safety and informational signs	
7. DOE COC/LTO Clearance of No Pending	
0	Legal Services
Case (1 copy)	5
8. Payment of fee – Official Receipt or Bank	Provided by applicant
Transaction Slip	
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form	
complete with the following information:	Provided by applicant
(1 copy)	
a. Business name, address, telephone	
number, fax number and e-mail	
address of the business office;	
b. Location and complete address of the	
Retail Outlet; and	
c. Name of dealer/retailer or authorized	
representative if	
partnership/corporation/cooperative	
2. Accomplished DOE Form on	Provided by applicant
Undertaking (1 copy)	
Authenticated copy of the valid Supply	
Agreement or original Supplier's	OIMB-registered distributor/ supplier
Certificate from an OIMB-registered	
distributor/supplier with validity (1 copy)	
4. DOE COC/LTO Clearance of No	1 1 O
Pending Case, as applicable (1 copy)	Legal Services
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of	
the Retail Outlet	
b. Required stickers/labels for RON, E10	
and B2, among others	

c. Price display	board			
	ormational signs			
6. Photocopy of previous COC		Provided by applicant		
7. Payment of Fee – Official Receipt or		C	Provided by applic	ant
Bank Transaction		Г		an
IV. Reportorial Requir	ements (Under oath; 0th day of January)			
	e, Sales and Inventory	F	Provided by applic	ant
in Volume (1 cop	-		a on Running Inv	
	• /		Year.pd	· · · · · · · · · · · · · · · · · · ·
Agreement or or Certificate from a distributor/suppli	py of the valid Supply iginal Supplier's an OIMB-registered er with validity (1 copy)	OIMB-registered distributor/ supplier		
Notes				
	above documents shall b			
	representative of the corp			
	rized Authorization Letter			
	authorized to transact with	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	PAID	TIME	RESPONSIBLE
 Filing of application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, provide DOE COC/LTO Clearance of No Pending Case to be filed on Legal Services 1.3 If incomplete, return to client. 	None		<i>Officer of the day</i> Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	 2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of COC 2.3 If with pending case, note hold in abeyance processing of COC 	Administrative Fine, if applicable		Division Chief or Director Legal Services
 Filing of application to Oil Industry 	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day

Management Bureau				Oil Industry Management
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php 3,100.00 Renewal – Php 3,000.00		Bureau Cashier Treasury
5. Submission of application to Oil Industry Management Bureau	5.1 Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	5.2 Receipt of application and assignment to respective division	None		Admin Staff Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	5.6 Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
	5.7 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director
	5.8 Encoding of COC	None		Admin Staff Respective Division
6. Receipt of approved COC	 6.1 Release of application to client 6.2 File copy of the application and action for safekeeping 	None		Admin Staff Respective Division
Total Nu	Total Number of Days		20 Working I	Days



Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

<u> </u>					
Office or Division:	Oil Industry Management Bureau				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government to Business				
Who May Avail:		to engage in the business of transportation, lelivery of LPG in bulk, or in cylinders.			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
1. Application for Registratio (1 copy)	n - Annex 7	RMMSCD/OICMD Annex 7			
2. Company profile;		Provided by applicant			
3. List of motor vehicles and/or marine vessels;		Provided by applicant			
4. Certificate of Registration and official receipt per motor vehicle from Land Transportation Office;		Land Transportation Office (LTO)			
5. Conveyance permit per motor vehicle from the BFP:		Bureau of Fire Protection (BFP)			
6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST;		Department of Science and Technology (DOST)			
7. Marine vessel registry and safety certificate from MARINA; and		Maritime Industry Authority (MARINA)			
 Notarized company secretary's certificate of the authorized representative of the applicant. 		Provided by applicant			
Notes:					

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before using the motor vehicles and marine vessels;

- 2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;
- 3. OIMB may further require a presentation on the details of application in a pre-application conference;
- 4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and

5. Refer to Sections 24 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate - Authorized Transport Motor Vehicles and Marine Vessels (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	 3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity 		15 Working Days	Science Research Specialist, Respective Division

		1		0
	3.4 Review and			Supervising SRS,
	recommend			Respective
	approval of			Division
	Transmittal Letter,			
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo to applicant			
	and recommend			
	approval			Division Chief,
	3.5 Review and			,
				Respective
	endorse to OBD for			Division
	approval of			
	Transmittal Letter,			
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo to applicant			
	and recommend			
	approval			
	3.6 Review and			
	endorse			
	Transmittal Letter,			
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo for Director's			Assistant Director,
	approval			OIMB-OD
	3.7 Review and			
	approval of			
	Transmittal Letter,			Director,
	Certificate of		5 Working	OIMB-OD
	Registration,		Days	
	Evaluation Sheet		- 4,0	
	and Endorsement			
	Memo to applicant			
				Admin Staff,
	as a registered			2
	entity	4		OIMB-OD
	3.8 Release of signed			
	Transmittal Letter,			
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo to OICMD			
4. Receipt of	4.2 Release of			
signed	application to client	None		Admin Staff,
olgilou				
	1	<u> </u>	1	

Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2 File copy of the application and action for safekeeping	Respective Division
Total N	lumber of Days	20 Working Days



OIL INDUSTRY COMPETITION AND MONITORING DIVISION (OICMD)

PROCESSES

- 1. Application for Registration Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)
- 2. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor
- 3. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler
- 4. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry Hauling Services (Bulk Level)
- 5. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products
- 6. Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant
- 7. Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel
- 8. Issuance to Notice to Import for Sale or Own Use Liquid Petroleum Products
- 9. Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol
- 10. Issuance of Acknowledgement to Notice to Import Bioethanol
- 11. Issuance to Notice to Import for Sample Testing Liquid Petroleum Products and Bioethanol
- 12.*Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (ISO Certified)

- 13. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)
- 14. Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479
- 15. Application for Registration Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)
- 16. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor
- 17. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler
- 18. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Hauling Services (Bulk Level)
- 19. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products
- 20. Application for Additional Registration Authorized Transport Motor Vehicles and Marine Vessels



Application for Registration-Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor

	bot Owner/Lessor		
Office or Division: Oil Industry Manage		ement Bureau	
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Bus	siness	
Who May Avail:	Entities intending to engage in the downstream oil industry prio commencement of construction particularly for Importers, Refine Distributor, and Terminal and/or Depot Owner/Lessor.		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE	
1. Application for Regis (1 copy)	tration - Annex 1	OICMD Application Form (Annex 1)	
2. Company Profile		Provided by applicant	
 Certificate of Registra Securities and Excha (SEC) or the Departr Industry (DTI) (which applicable); 	ange Commission nent of Trade and never is	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
4. Articles of Incorporation (SEC) or its equivalent (DTI);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
5. General Information Equivalent (DTI);	Sheet (SEC) or its	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
 Executive briefer of t construction; 	he facility for	Provided by applicant	
 Site and facility layout plan with sufficient description and legends; 		Provided by applicant	
8. List of reference standards/codes used in the construction design; and		Provided by applicant	
9. Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant	
Notes:			
 The LPG product, And actual construction of and code of safety pra with Annex J - List of r standards/codes base 	an LPG facility ictice shall comply reference	<u>Annex J</u>	

	promulgated PNS thereof any interna codes or standards	tionally accepted			
2.	This application sh	all be made on a per es	stablishment constr	uction;	
3.		ation form with complete gistration before the star			/FO for the
4.	 Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy; 				
5.	 OIMB/FO may further require a presentation on the details of application in a pre-application conference; 				re-application
6.	Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
7.	7. Refer to Sections 18 and 31 of this Department Circular on the DOE handling office of this application.				office of this
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury)			
		1.3 If incomplete, return to client.			
2.	Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		Collecting Officer, Treasury Division
3.	Processing of Application	3.1. Receive application and assign to			Admin Staff, OIMB-OD

		<u> </u>		
	respective			
	division			<u> </u>
	 3.2. Receive application and assign to respective section/ personnel 3.3. Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity 3.4. Review and recommend approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorse to OBD for approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorse to OBD for approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend 		15 Working Days	Admin Staff, Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division
	approval 3.6. Review and			Assistant
	endorse		5 Working	Director,
1			- · · · · · · · · · · · · · · · · · · ·	
	Transmittal		Days	OIMB-OD

of Registration,		of Registration, Evaluation Sheet and Endorsement Memo for Director's approval 3.7. Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity 3.8. Release of signed Transmittal Letter, Certificate			Director, OIMB-OD Admin Staff, OIMB-OD
and Endorsement Memo to OICMD		Evaluation Sheet and Endorsement			
4. Receipt of signed 4.1 Release of Transmittal application to Letter, Certificate client of Registration, client Evaluation Sheet Admin Sta and Respectiv Momo District	Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement	 4.1 Release of application to client 4.2 File copy of the application and 	None		Admin Staff, Respective Division
action for safekeeping 20 Working Days	Total Nu	safekeeping		20 Working [Days



Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor

Department Circular No.: DC 2022-11-0037

DOE-OIMB issuance of LTO to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor

Office or Division:	Oil Industry Competition a	nd Monitoring Division (OICMD)
Classification:	Highly Technical Transact	lion
Type of Transaction:	Government to Business	
Who May Avail:	Entities intending to engage Terminal and/or Depot Ow	ge as Importer, Refiner, Bulk Distributor, and vner/Lessor.
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
1. Application Form – Annex business activity) (1 copy		OICMD Application Form (Annex A - LTO)
 Checklist of Requirement types of business activity 		
3. Company Profile Form – of business activity) (1 co	Annex A-2 <i>(For all types</i> py)	
4. Refinery Profile Form – A (1 copy)	nnex A-3 (For Refiner)	
 5. Import Terminal/ Depot Profile Form – Annex A-4 (For all types of business activity) (1 copy) 		Checklist of Requirements (Annex A1 – A6)
 6. List of transport motor vehicle per total company basis with supporting documents - Annex A- 5 		
7. List of transport marine vessel per total company basis with supporting document - Annex A-6; and		
8. Attached Supporting Documents:		
8.1. Supporting Docume Bunker Trader or Own U		
8.1.1. Executive briefer of		Applicant
8.1.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry <i>(whichever is</i> <i>applicable)</i> (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.1.3. Securities and Exchange Commission Articles of Incorporation <i>(if applicable)</i> (1 copy)		Securities and Exchange Commission
8.1.4. Business/Mayor's Permit or Peza Certificate for the applied business activity (1 copy)		Local Government Unit
8.1.5. Certificate of Accreditation as Importer from the Bureau of Customs (1 copy)		Bureau of Customs
	Revenue (BIR) Permits:	

8.1.6.1. BIR Registration for the applied business	Bureau of Internal Revenue (BIR)
activity (1 copy) 8.1.6.2. Permit to Import Petroleum Products	
subject to Excise Tax (1 copy)	Bureau of Internal Revenue (BIR)
8.1.6.3. Permit to Operate storage facility/ies (1 copy)	Bureau of Internal Revenue (BIR)
8.1.7. Chemical Control Order (CCO) for importation of aviation gas from the Environmental Management Bureau. (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.2. Supporting documents for Bulk Distributor	
8.2.1. Executive briefer of operation (1 copy)	Provided by Applicant
8.2.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry <i>(whichever is</i>	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
applicable) (1 copy) 8.2.3. Securities and Exchange Commission Articles of Incorporation <i>(if applicable)</i> (1 copy)	Securities and Exchange Commission (SEC)
8.2.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality (1 copy)	Local Government Unit/City or Municipality
8.2.5. BIR Registration for the applied business activity; and (1 copy)	Bureau of Internal Revenue (BIR)
8.2.6. BIR Permit to Operate storage facility/ies. (if applicable) (1 copy)	Bureau of Internal Revenue (BIR)
8.3. Supporting documents for Terminal Operator/Lessor	
8.3.1. Executive briefer of operation (1 copy)	Provided by Applicant
8.3.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry <i>(whichever is</i> <i>applicable)</i> (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.3.3. Securities and Exchange Commission Articles of Incorporation <i>(if applicable)</i> (1 copy)	Securities and Exchange Commission (SEC)
8.3.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality; and (1 copy)	Local Government Unit/City or Municipality
8.3.5. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
8.4. Additional supporting documents if the office building, storage and blending facility are constructed by the applicant	
8.4.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient	Provided by Applicant

description and supported by blueprint copy	
with legend (1 copy) 8.4.2. Fire prevention and response manual (1 copy)	Provided by Applicant
8.4.3. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Provided by Applicant
8.4.4. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Provided by Applicant
8.4.5. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.4.6. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
8.4.7. Occupancy Permit for the office building, storage and blending facility from the city or municipality; and (1 copy)	Local Government Unit (LGU)
8.4.8. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)
8.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant	
8.5.1. Lease Agreement/Contract with the owner of the site, office, storage and blending facilities (1 copy)	Provided by Applicant
8.5.2. Lease Agreement/Contract with the owner of the transport vehicle which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Provided by Applicant
8.5.3. Lease Agreement/Contract with the owner of the transport vessel which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Provided by Applicant
8.5.4. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1 copy)	Provided by Applicant
8.5.5. Fire prevention and response manual (1 copy)	Provided by Applicant
8.5.6. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Provided by Applicant

8.5.7.	Oil and/or Finished Petroleun offshore (water) spill prevention response manual (1 copy)		Provided by Applicant
8.5.8.	Environmental Compliance C the site, office building, storag blending facility from the Dep Environment and Natural Res copy)	ge and artment of	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.5.9.	Fire Safety Inspection Certific office building, storage and bl from the Bureau of Fire Prote	ending facility	Bureau of Fire Protection (BFP)
	. Occupancy Permit for the offi storage and blending facility f concerned city or municipality copy)	rom the v; and (1	Local Government Unit (LGU)
8.5.11	. Permit to Operate unfired pre per tank for LPG business fro Department of Labor and Em copy)	m the	Department of Labor and Employment (DOLE)
8.6.	Clearance certificate from the Services - No pending penalt prohibition to engage in DOI	y or	DOE – Office of the Legal Services
8.7.	Latest digital photograph (5R date/time stamp) of the displa showing the Facility registere name;	Provided by applicant	
8.8.	Notarized company secretary's for authorized representative signatory; and		Provided by applicant
8.8. P	roof of Payment of Application	Fee.	Provided by applicant
Notes:		(- 11 (b	
	one (1) Certified True Copy of	•	
	ense to Operate for Independe		
3. The LP practice promule	e shall comply with <u>Annex J - L</u> gated PNS or in the absence t	uction of an LPG facility and code of safety <u>standards/codes</u> based on the latest rnationally accepted codes or standards.	
4. Prohibi	ted Acts and Penalties for Reg	ΓΟ – <u>Annex L</u>	
5. Submis	ssion of Monthly, Quarterly, an	d Special Repo	rtorial Requirements to the OICMD.
Rej	portorial Requirements		WHERE TO SECURE
a) Mon	thly Reports	Reports Ter	ection 27 - Annexes MRA to MRJ_Monthly mplate - Refiner, Importer, Bulk Distributor, uler & Terminal-Depot Owner Operator

b) Quarterly Reports		OICMD -		- Annex QRA_Qua	
c) Special Reports		Reports T	- <u>Section 30 - Annexes SRA to SRB_Special</u> Template - Refiner, Importer, Bulk Distributor, Hauler & Terminal-Depot Owner Operator		
CLIENT STEPS	AGENCY	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	checklist requirem	eness of nts against of nent	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return 				
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	for the pa application 2.2 If with per- inform the to pay the to Treas 2.3 Subject to Clearance procession application	assessment ayment of on fee; ending case, le applicant e penalties ury Division; to Legal ce (Hold ng of on)			Office of the Legal Services
3. Pay applicable fees	3.1 Process and issu Receipt	payment e Official	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	4.2 Receive and assi respectiv personne 4.3 Evalua applicatio	gn to ve division application gn to ve section/ el te/process	None	15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division

	sheet, License to			Science
	Operate (LTO), and			Research
	transmittal letter to			Specialist,
	applicant.			Respective
	4.4 Review and			Division
	recommend			
	approval of the LTO			
	application, evaluation sheet,			Supervising
	and transmittal letter			SRS,
	to applicant			Respective
				Division
	4.5 Review and endorse			
	to OBD for approval			
	of the evaluated			
	application/			
	transmittal letter to			Division Chief,
	applicant and			Respective Division
	recommend			DIVISION
	approval 4.6 Review and endorse			Assistant
	to OBD the LTO,			Director,
	Evaluation sheet,			OIMB-OD
	and transmittal letter			
	to applicant for			
	Director's approval			
	4.7 Review and approval			
	of LTO, evaluation		5 Working Days	
	sheet, and		e	Director,
	transmittal letter to			OIMB-OD
	applicant 4.8 Release of signed			Admin Staff,
	LTO, evaluation			OIMB-OD
	sheet, and			Director
	transmittal letter to			
	OICMD			
5. Receipt of signed	5.1 Release of			
LTO and Transmittal	application to client			
Letter		N.a		Admin Staff,
	5.2 File copy of the	None		Respective Division
	application and action for			DIVISION
	safekeeping			
Total Number			20 Working D	ays
	-			



Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler

Department Circular No.: DC 2022-11-0037

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Compe	etition and Monitoring Division (OICMD)	
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Bu	siness	
Who May Avail:	Entities intending t Independent Bulk	o engage in the downstream oil industry as LPG Hauler.	
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
1. Application Form - Annex	В (1 сору)	OICMD Application Form (Annex B)	
 Checklist of Requirements copy) Company Profile Form – A copy) List of transport motor vehi company basis with suppor Annex B-3; List of transport marine ves company basis with suppor Annex B-4; and 	nnex B-2 (1 cle per total rting documents -	OICMD Checklist of Requirements (Annex B1 – B4)	
6. Attached Supporting Docur	ments:		
6.1. Executive briefer of ope		Provided by applicant	
6.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
 6.3. Securities and Exchang Articles of Incorporation copy) 	(if applicable) (1	Securities and Exchange Commission (SEC)	
6.4. Business/Mayor's Perm Certificate for the applie (1 copy)		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.5. Bureau of Internal Reve for the applied business		Bureau of Internal Revenue (BIR)	

6.6. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1 copy)	Land Transportation Office (LTO)
6.7. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.8. Calibration Certificate per transport vehicle from the Department of Science and Technology (1 copy)	Department of Science and Technology (DOST)
6.9 Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1 copy)	Maritime Industry Authority (MARINA)
6.10. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1 copy)	Philippine Ports Authority (PPA)
6.11. Fire prevention and response manual for transport vehicle (1 copy)	Provided by applicant
6.12. Fire prevention and response manual for transport vessel (1 copy)	Provided by applicant
6.13. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1 copy)	Provided by applicant
6.14. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1 copy)	Provided by applicant
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program;	Provided by applicant
6.16. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	DOE – Office of the Legal Services
6.17. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	Provided by applicant
6.18. Company Secretary's Certificate for Authorized Representative and Signatory and (1 copy)	Provided by applicant
6.19. Proof of Payment of Application Fee (1 copy)	Provided by applicant
Notes:	
 Submit one (1) Certified True Copy of all the required supporting documents; 	Provided by applicant
2. Submission of Annual Reportorial Requirements as Bulk Hauler	OICMD - <u>Section 29.2 - Annexes ARB, 1 to</u> <u>3_Annual Reports - Bulk LPG Hauler</u>

3. The LPG product construction of ar safety practice sh List of reference s the latest promulo absence thereof a codes or standard		OICMD <u>Annex J</u>		
4. Prohibited Acts and LTO	nd Penalties for Registration		OICMD <u>Annex L</u>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	 2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application) 			Office of the Legal Services
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	 4.1 Receive application and assign to respective division 4.2 Receive application and assign to 			Admin Staff, OIMB-OD

	4.4	personnel Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval		15 Working Days	Respective Division Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division
	4.6 4.7 4.8	Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval Review and approval of LTO, evaluation sheet, and transmittal letter to applicant Release of signed LTO, evaluation sheet, transmittal		5 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
5 Receipt of signed LTO and transmittal letter	5.1 5.2	letter to OICMDRelease of application to clientFile copy of the application and action for safekeepingr of Days	None	20 Working	Admin Staff, Respective Division



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Hauling Services (Bulk Level)

Department Circular No.: <u>DC 2021-09-0021</u> DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Hauler of Liquid Petroleum Products.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Bus	siness			
Who May Avail:	Entities intending t Hauling Services	o engage in the downstream oil industry as			
CHECKLIST OF REG	UIREMENTS	WHERE TO SECURE			
1. Application Form - Anne	х В (1 сору)	OICMD Application Form (Annex B - HS)			
2. Checklist of Requiremen (1 copy)	ts - Annex B-1	OICMD Checklist of Requirements (Annex B1 - B2)			
3. Company Profile Form – (1 copy)		OICMD Checklist of Requirements (Annex B1 - B2)			
 4. Attached Supporting Dod 4.1. Executive briefer of op (1 copy) 		Applicant			
4.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)			
4.3. Securities and Exchan Articles of Incorporation (if copy)		Securities and Exchange Commission (SEC)			
4.4. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1 copy)		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)			
4.5. Bureau of Internal Revenue Registration for the applied business activity (1 copy)		Bureau of Internal Revenue (BIR)			
4.6. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1 copy)		Land Transportation Office (LTO)			
4.7. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1 copy)		Bureau of Fire Protection (BFP)			
4.8. Calibration Certificate vehicle from the Departmen Technology (1 copy)	-	Department of Science and Technology (DOST)			

	Safety Certificates per om the Maritime Industry	Mariti	me Industry Autho	rity (MARINA)	
4.10. Accreditation	n Certificate per transport nilippine Ports Authority (1	Philippine Ports Authority (PPA)			
	on and response manual le (1 copy)		Applicant		
4.12. Fire prevention for transport vesse	on and response manual el (1 copy)		Applicant		
	nished Petroleum Product re (land) spill prevention nual (1 copy)		Applicant		
	nished Petroleum Product re (water) spill prevention n (1 copy)		Applicant		
4.15. Company Se	ecretary's Certificate for sentative and Signatory and		Applicant		
	ment of Application Fee	DOE bank	Applicant <u>account details (f</u>	or online payment)	
1. Submit one (1) Certified True Copy of all the required supporting documents;		Applicant			
2. Submission of as Hauler	2. Submission of Reportorial Requirements as Hauler		OICMD - Hauler - Reportorial Formats		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 File application to Oil Industry Management Bureau 	1.4 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau	
1.2 If complete, issue Order of Payment for fees (Treasury)					
	1.3 If incomplete, return to client.				
2. Pay applicable fees 2.1 Process payment and issue Official Receipt		Php. 1,400.00		Collecting Officer, Treasury Division	
3. Submit of application to OIMB with copy of official receipt	 3.1 Official receipt of application 3.1.1 Endorse application to OIMB 	None	1 Working Day	Admin Staff, OIMB-OD	

and order of submission	3.2	Receive application and assign to respective division		Admin Staff, OIMB
	3.3	Receive application and assign to respective section/ personnel		
	3.4	Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity		Science Research Specialist, Respective Division
	3.5	May require applicant to submit additional data/ information in support to the DOI Registration processing		
	3.6	Review and recommend approval of the evaluated	4 Working Days	
		application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend		Supervising SRS, Respective Division
	3.7	approval Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement		Division Chief, Respective Division
		Memo to applicant and recommend approval		

	3.8 3.9 3.10	Review and endorse application for Director's approval Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
4. Receipt of signed Transmittal	4.1.	Release of application to client			
Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2	File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
Total	Numb	er of Days		7 Working	g Days



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Liquid Petroleum Products

Department Circular No.: DC 2021-09-0029

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Refiner, Importer, Bulk Distributor, Own User and Terminal and/or Depot Owner/Lessor.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Entities intending to enga downstream oil industry	age in any activity or business in the		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Application Form – Anne	x A (For all types of	OICMD		
business activity) (1 copy)		Application Form (Annex A - LPP)		
2. Checklist of Requirement	s – Annex A-1 (For all			
types of business activity)		Checklist of Requirements (Annex A1 - A4)		
3. Company Profile Form –		OICMD		
of business activity) (1 copy 4. Refinery Profile Form – A		Checklist of Requirements (Annex A1 - A4) OICMD		
-	Innex A-3 (For Reliner) (1			
copy) 5. Import Terminal/ Depot P	rofile Form Appay A 4	<u>Checklist of Requirements (Annex A1 - A4)</u> OICMD		
		Checklist of Requirements (Annex A1 - A4)		
(For all types of business ac 6. Attached Supporting Doc		Checklist of Requirements (Annex AT - A4)		
6.1. Supporting Docume Importer, Bunker Trader				
6.1.1. Executive briefer of		Applicant		
6.1.2. Business Registra		Applicant		
business activity from the		Securities and Exchange Commission		
Exchange Commission of		(SEC) / Department of Trade and Industry		
and Industry (whichever		(DTI)		
6.1.3. Securities and Exc				
Articles of Incorporation		Securities and Exchange Commission		
6.1.4. Business/Mayor's				
Certificate for the applied		Local Government Unit		
copy)				
	editation as Importer from			
the Bureau of Customs (Bureau of Customs		
6.1.6. Bureau of Internal	Revenue (BIR) Permits:			
	n for the applied business			
activity (1 copy)	11	Bureau of Internal Revenue (BIR)		
6.1.6.2. Permit to Impor	t Petroleum Products	Durage of Internet Devery (DID)		
subject to Excise Tax (1		Bureau of Internal Revenue (BIR)		
6.1.6.3. Permit to Opera		Purpou of Internel Devenue (PID)		
сору)		Bureau of Internal Revenue (BIR)		

	Demostration of Environment and Network
6.1.7. Chemical Control Order (CCO) for	Department of Environment and Natural
importation of aviation gas from the	Resources – Environmental Management
Environmental Management Bureau. (1 copy)	Bureau (EMB)
6.2. Supporting documents for Bulk Distributor	Applicant
6.2.1. Executive briefer of operation (1 copy)	Applicant
6.2.2. Business Registration for the applied business activity from the Securities and	Securities and Exchange Commission
Exchange Commission or Department of Trade	(SEC)
and Industry (whichever is applicable) (1 copy)	Department of Trade and Industry (DTI)
6.2.3. Securities and Exchange Commission	Securities and Exchange Commission
Articles of Incorporation <i>(if applicable)</i> (1 copy)	(SEC)
6.2.4. Business/Mayor's Permit for the applied	
business activity from the concerned city or	Local Government Unit/City or Municipality
municipality (1 copy)	
6.2.5. BIR Registration for the applied business	
activity; and (1 copy)	Bureau of Internal Revenue (BIR)
6.2.6. BIR Permit to Operate storage facility/ies.	
(if applicable) (1 copy)	Bureau of Internal Revenue (BIR)
6.3. Supporting documents for Terminal	
Operator/Lessor	
6.3.1. Executive briefer of operation (1 copy)	Applicant
6.3.2. Business Registration for the applied	Securities and Exchange Commission
business activity from the Securities and	Securities and Exchange Commission (SEC) /
Exchange Commission or Department of Trade	Department of Trade and Industry (DTI)
and Industry (whichever is applicable) (1 copy)	Department of Trade and Industry (DTI)
6.3.3. Securities and Exchange Commission	Securities and Exchange Commission
Articles of Incorporation (if applicable) (1 copy)	(SEC)
6.3.4. Business/Mayor's Permit for the applied	
business activity from the concerned city or	Local Government Unit/City or Municipality
municipality; and (1 copy)	
6.3.5. BIR Registration for the applied business	Bureau of Internal Revenue (BIR)
activity (1 copy)	
6.4. Additional supporting documents if the office	
building, storage and blending facility are	Applicant
constructed by the applicant	
6.4.1. Site, refinery, terminal, storage and	
blending facility layout plan with sufficient	Applicant
description and supported by blueprint copy with	1
legend (1 copy)	
6.4.2. Fire prevention and response manual (1	Applicant
copy)	
6.4.3. Oil and/or Finished Petroleum Product	
onshore (land) spill prevention and response	Applicant
manual (1 copy)	
6.4.4. Oil and/or Finished Petroleum Product	
offshore (water) spill prevention and response	Applicant
manual (1 copy)	

6.4.5. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
6.4.6. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.4.7. Occupancy Permit for the office building, storage and blending facility from the city or municipality; and (1 copy)	Local Government Unit (LGU)
6.4.8. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)
6.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant	
6.5.1. Lease Agreement/Contract with the owner of the site, office, storage and blending facilities (1 copy)	Applicant
6.5.2. Lease Agreement/Contract with the owner of the transport vehicle which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Applicant
6.5.3. Lease Agreement/Contract with the owner of the transport vessel which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Applicant
6.5.4. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1 copy)	Applicant
6.5.5. Fire prevention and response manual (1 copy)	Applicant
6.5.6. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Applicant
6.5.7. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Applicant
6.5.8. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
6.5.9. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.5.10. Occupancy Permit for the office building, storage and blending facility from the concerned city or municipality; and (1 copy)	Local Government Unit (LGU)

	File application to Oil Industry Management Bureau	1.1 Review comple	v of eteness of ents against ist of	None	TIME	RESPONSIBLE Officer of the day/Assigned Processor Oil Industry Management
	CLIENT STEPS	AGENCY	ACTIONS	FEES TO BE	PROCESSING	PERSON
f)	Own-User		OIC	MD - <u>Own-</u>	User - Reportorial	Formats
e)	Terminal Operator/Les	sor	OICMD - Te	erminal Ope	erator/Lessor - Rep	ortorial Formats
d)	Bunker Trader		OICM	D - <u>Bunker</u>	Trader - Reportori	al Formats
C)	Bulk Distributor		OICM	D - <u>Bulk Dis</u>	tributor - Reportor	ial Formats
-	Importer				orter - Reportorial F	
a)	Refiner		OI	CMD - <u>Re</u> fi	ner - Reportorial F	ormats
	REGISTERED ACT	IVITY		WHE	RE TO SECURE	
 5. If the applicant leases a third-party hauling services, the owner operator of the transport vessel and/or vehicle shall be the one to comply with the requirements for Notice to Engage in the Downstream Oil Industry Business - Hauling Services. (Citizens Charter - NTEB - HS) 6. Submission of Reportorial Requirements per Registered Activity 						
	For Notice to Engage ir o the requirements in A			•	•	· •
r	The Applicant shall be i efining, importation, bu n compliance to DOE [Ik distribution	and terminal			um Gas LPG)
	The Applicant must also Participant under the D of Gasoline or Diesel in	DOE DC No. 2 n compliance	2021-06-0014 to the Biofuels	if engaged Act; <u>Citize</u>	in importation for sons Charter - CAR	ale or own use
	Submit one (1) Certified	d True Copy o	of all the requir	ed supporti	ng documents:	
Not	6.7. Proof of Payment	of Application	n Fee.	DOE	Applicant bank account deta payment)	ails (for online
	6.6. Company Secretary's Certificate for authorized representative and signatory; and (1 copy)				Applicant	
	6.5.11. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)			Department of Labor and Employment (DOLE)		

 2. Pay applicable fees 3. Submit of application to OIMB with copy of official receipt and order of submission 	 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 2.1 Process payment and issue Official Receipt 3.1 Official receipt of application 3.1.1 Endorse application to OIMB 3.2 Receive application and assign to respective division 	Php. 1,400.00 None	1 Working Day	Collecting Officer, Treasury Division Admin Staff, OIMB-OD Admin Staff, OIMB
	 3.3 Receive application and assign to respective section/ personnel 3.4 Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity 3.5 May require applicant to submit additional data/ information in support to the DOI Registration processing 3.6 Review and recommend approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval 		4 Working Days	Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division

	 3.7 Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval 3.8 Review and endorse application for Director's approval 3.9 Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity 3.10 Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity 		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD Admin Staff, OIMB-OD
4. Receipt of signed Transmittal Letter,	4.1 Release of application to client			
Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
Total Numb	per of Days		7 Working D	ays



Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant

Department Circular No.: DC 2021-06-0014

DOE-OIMB issuance of Certificate of Accreditation to qualified DOE-Regulated Refiner or Importer of Gasoline or Diesel. Included likewise are OWN USERS who import Gasoline or Diesel for own use.

Office or Division: Oil Industry Management Bureau/ Oil Industry Competition and Monitoring				
, , ,	Bureau/ Oil Industry Competition and Monitoring			
· · · · · · · · · · · · · · · · · · ·				
External				
	the Prior Notice Requirements for Business			
	stream Oil Industry with the following activities:			
	nporters who are engaged in the sale of gasoline			
	orters who are engaged in the importation of			
	nestic sale to other Importers or Refiners;			
	port gasoline or diesel for own use			
	WHERE TO SECURE			
r Accreditation (1 copy)	DOE-OIMB (Annex A-Application form)			
	<u>Annex A - Template Form (New)</u>			
nents for Initial Issuance				
	Applicant			
of the Downstream Oil				
n Act of 1998 (1 copy)				
y of Permit to operate as	Bureau of Internal Revenue (BIR)			
able article specifically				
ts (Gasoline and/or				
BIR (1 copy)				
	Bureau of Internal Revenue (BIR)			
nded Diesel Oil (B2)				
сору)				
y of Permit to operate	Bureau of Internal Revenue (BIR)			
th enumeration of				
duct content each for				
and Diesel issued by BIR	२			
aking of the availability of	Applicant			
out plan with				
	Division (OICMD) Complex External Fully complied entities to Engagement in the Down 1. All Refiners and In and diesel in the F 2. Refiners and Impo- bioethanol for dom 3. Own users who im FREQUIREMENTS r Accreditation (1 copy) nents for Initial Issuance E acknowledgment letter plicant is a duly Participant pursuant to of the Downstream Oil Act of 1998 (1 copy) y of Permit to operate as able article specifically tts (Gasoline and/or BIR (1 copy) y of Permit to produce ed Gasoline (E-Gasoline) nded Diesel Oil (B2) copy) y of Permit to operate th enumeration of number, location, duct content each for and Diesel issued by BIR			

0.01 ist of motoll and the relifier	A secolo de la constitución de la c
2.6 List of retail outlets, either company-	Applicant
owned, on joint venture or on supply-	
contract. If on joint venture or supply	
contract only, please submit the Certified	
True Copy of the joint venture or supply	
agreement with the retail outlets	
owner/operator (1 copy)	
2.7 For first time Gasoline Refiner or Importer,	Applicant
a projected initial volume of neat gasoline	
that will require Bioethanol blending for the	
covered quarter (presented by month) as	
basis for the issuance of LMA. This	
should be supported by either: (a)	
confirmation letter from any Bioethanol	
producer of the availability of sufficient	
Bioethanol to cover the required volume	
for blending which should be in excess of	
the committed volume already reported to	
DOE- Renewable Energy Management	
Bureau (REMB) or (b) confirmation letters	
from all Bioethanol producers that there is	
no such available excess hence	
importation will be allowed (1 copy)	
3. Supporting Documents for Renewal	
3.1. Written request for renewal of	DOE-OIMB (Annex B-Application form)
Accreditation	Annex B - Template Form (Renewal)
3.2. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
operate as Importer of excisable	
article specifically petroleum products	
(Gasoline and/or Diesel) issued by	
BIR (1 copy)	
3.3. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
produce Bioethanol-blended Gasoline	
(E-Gasoline) and/or Biodiesel-blended	
Diesel (FAME-Blended Diesel Oil)	
issued by BIR (1 copy)	
3.4. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
operate storage facility with	· · · · ·
enumeration of dedicated tank ID	
number, location, capacity and	
product content each for biofuel,	
Gasoline and Diesel issued by BIR (1	
copy)	
3.5. Notarized undertaking of the	Applicant
availability of blending facility, either	11
owned or on lease, attached with lay-	
out plan with corresponding pictures	
(1 copy)	
3.6. List of retail outlets, either company-	Applicant
owned, on joint venture or on supply-	, ppnount
owned, on joint venture of on supply-	

4.	contract only Certified True venture or su retail outlets Notes 4.1. If the applica the corporatio Certificate (for notarized Aut company) sh that the applii to transact w corporation/o	n joint venture or supply , please submit the e Copy of the joint upply agreement with the owner/operator (1 copy) nt is a representative of on/company; Secretary's or corporation) or thorization Letter (for all be required indicating cant/person is authorized ith DOE on behalf of the company. (1 copy)		Applicant	
	4.2. Submission C Reportorial R	of Monthly and Quarterly Requirements	Monthly (1	MR) and Quarterly	(QR) Formats
	CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON
1.	File application to Oil Industry Management Bureau Pay applicable fees	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client. 2.1 Process payment and issue Official Receipt 	BE PAID None Application Fee – Php 1000.00 –	TIME	RESPONSIBLE Officer of the day/Assigned Processor Oil Industry Management Bureau Cashier Treasury Division
			Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant		
3.	Submit of application to OIMB with copy of official receipt and order of submission	 3.1 Official receipt of application 3.2 Endorse application to OIMB 3.3 Receive application and assign to 	None	1 Working day	Admin Staff, OIMB-OD
		respective division3.4Receive application and assign to respective section/ personnel			Admin Staff, OIMB

	Evelvet /		
3.5	Evaluate/process	4 Working	
	application and	days	
	prepare Transmittal		
	Letter, Certificate		
	of Accreditation,		
	Evaluation Sheet		
	and Endorsement		
	Memo as a		
	registered entity		
35	May require		Science
0.0	applicant to submit		Research
	additional data/		Specialist,
			Respective
	information in		Division
	support to the DOI		
	Registration		
	processing		
3.6	Review and		
	recommend		
	approval of the		
	evaluated		
	application/		Supervising SRS,
	Transmittal Letter,		Respective
	Certificate of		
	Accreditation,		Division
	Evaluation Sheet		
	and Endorsement		
	Memo to applicant		
	and recommend		
0.7	approval		
3.7	Review and		
	endorse to OBD for		
	approval of the		Division Chief,
	evaluated		Respective
	application/		Division
	Transmittal Letter,		Division
	Certificate of		
	Accreditation,		
	Evaluation Sheet		
	and Endorsement		
	Memo to applicant		
	and recommend		
	approval		
20	Review and		
3.8			Assistant
	endorse application		Director,
	for Director's	2 Working	OIMB-OD
	approval	days	
3.9	Review and		
	approval of		
	Transmittal Letter,		
	Certificate of		
	Certificate of		

		Accreditation, Evaluation Sheet and Endorsement Memo to applicant as a registered entity 3.10 Release of signed		Director, OIMB-OD
		Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to OICMD		Admin Staff, OIMB-OD
4	Receipt of signed Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo	4.1 Release of application to client4.2 File copy of the application and action for safekeeping	None	Admin Staff Respective Division
Total Number of Days 7 Working				7 Working Days



Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the locally-sourced bioethanol or biodiesel to be purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Purchase Locally-Sourced Bioethanol or Biodiesel within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transactio	Complex Transaction			
Type of Transaction:	Government-2-Busi	ness			
Who May Avail:	Registered downstre the Biofuels Program			cipant accredited to	
CHECKLIST OF RE	QUIREMENTS		WHERE TO S	ECURE	
1. Notice Application to Sourced Bioethanol		OICMD\Annex D-Template form for Notices - Notice to Purchase Locally- Source Bioethanol or Biodiesel.doc			
 Certified True Copy copy) 	of Proforma Invoice (1	Provided by Local Producer			
	3. Photocopy of the LMA Issued by OIMB for the applied quarter (Bioethanol)		From OIMB, DOE		
 Certified true copy of Quality with the dena dosage tested at loa with the Philippine N submitted by the Bio producer 	aturant used and d port in compliance ational Standards and		Provided by Loca	I Producer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement. 1.2 If complete, issue order of 	None		Officer of the day/Assigned Processor, Respective Division	

	payment for fees (Treasury) 1.3 If incomplete, return to client.			
2. Pay Applicable fees	2.1 Process payment and issue Official Receipt	Php 980.00		Collecting Officer, Treasury Division
3. Submit application to OIMB with copy	3.1 Official receipt of application		0.5 Working Day	Admin Staff OIMB-OD
of official receipt	3.2 Receive application and assign to respective division	None		Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff, Respective Division
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director	None		Science Research Specialist Supervising SRS Division Chief, Respective Division
	3.5 Review and endorse application for Director's approval			Assistant Director, OIMB-OD Director, OIMB-OD
	3.6 Review and approve endorsed application		2 Working Days	Director, OIMB-OD
	3.7 Release approved application to respective division			Admin Staff, OIMB-OD
4. Receipt of Acknowledgement Letter	4.1 Release of application to client	None		Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping			
Total Numb	er of Days		7 Working	Days

REPORTORIAL REQUIREMENTS	WHERE TO SECURE				
 Monthly Reports – due every 20th day of the month succeeding the reporting month 	OICMD\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-C_MRB.xlsx				
 Quarterly Reports – due NLT the 20th day of the month after the covered quarter 	OICMD\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx				
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary					

snall be treated as a new application, subject to submission of correct and comp requirements and processing time of seven (7) working days.



Issuance to Notice to Import for Sale or Own Use - Liquid Petroleum Products

Department Circular No. DC2021-09-0029

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

This notice application must indicate the details of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sale or Own Use of Liquid Petroleum Products within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Busine	ess		
Who May Avail:		am Oil Industry (DOI) participants intending to m products for sale or own use		
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
 Notice Application of Im Own Use – Liquid Petro 		OICMD\ANNEX D_Notice to Import for Sale of Own Use - Liquid Petroleum Products.docx		
2. Certified True Copy of t (1 copy) 2. Certified True Copy of t		Provided by supplier		
 Certified True Copy of t Quality from the Supplie 				
 4. EMB/DENR clearance pursuant to RA 6969, otherwise known as "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" in accordance with the Basel Convention, if importing the following products: a. Aviation Gas b. Slop/used water, sludges and similar petroleum products/by-products 		DENR-EMB		
 Material Safety Data Sh indicating the petroleum content, if importing pet solvents. 	neet (MSDS) n weight percentage	Provided by supplier		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue order of payment for fees (Treasury) 1.3 If incomplete, return to client. 	None		Officer of the day/Assigned Processor, Respective Division
2. Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		Collecting Officer, Treasury Division
3. Submit application to OIMB with copy	3.1 Official receipt of application	None	0.5 Working Days	Admin Staff OIMB-OD
of official receipt	3.2 Receive application and assign to respective division	None		Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, Respective Division
	3.3 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director	None	4.5 Working Days	Science Research Specialist Supervising SRS Division Chief, Respective Division
	3.4 Review and endorse application for Director's approval		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD
	3.5 Review and approve endorsed application			Director, OIMB-OD

	3.6 Release approved application to respective division			Admin Staff, OIMB-OD
4 Receipt of Acknowledgement Letter	 4.1 Release of application to client 4.2 File copy of the application and action for safekeeping 	None		Admin Staff, Respective Division
Total Numbe	er of Days		7 Working I	Days
	REPORTORIAL REQUIREMENTS		WHERE TO SECURE	
due every 20 th	torial Requirements – day of the month e reporting month	OICMD\Annexes - Monthly Reportorial Requirements Sec 4 DC 2021-09-0029.xls>		
NLT the 20 th da	 Annual Reportorial Requirements – due NLT the 20th day of January the succeeding year 		e OICMD - <u>\Annexes - Annual Reportorial</u> <u>Requirements Sec 4 DC 2021-09-0029.xlsx</u>	
	 Special Reportorial Requirements – due dates are dependent on the type of Special Report 		OICMD\Annexes - Special Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx	
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the imported bioethanol to be sold or purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Sell or Purchase Import Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Manager	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction	Complex Transaction			
Type of Transaction:	Government-2-Busin	iess			
Who May Avail:	Registered downstre the Biofuels Program			ipant accredited to	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
1. Notice Application to Imported Bioethano				mplate form for Purchase Imported doc	
2. Certified True Copy copy)	of Proforma Invoice (1		Provided by Su	upplier	
3. Certified True Copy Purchase or Sell (while Imported Bioethano	nichever is applicable)	Provided by BIR		BIR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID TIME RESPONSIB			
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement. 1.2 If complete, issue order of payment for fees (Treasury) 	None		Officer of the day/Assigned Processor, Respective Division	

	1.3 If incomplete, return to client.			
2. Pay Applicable fees	2.2 Process payment and issue Official Receipt	Php 980.00		Collecting Officer, Treasury Division
3. Submit application to OIMB with copy of official receipt	3.1. Official receipt of application		0.5 Working Day	Admin Staff OIMB-OD
	3.2 Receive application and assign to respective division	None		Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel		4.5 Working	Admin Staff, Respective Division
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director	None	Days 2 Working Days	Science Research Specialist Supervising SRS Division Chief, Respective Division
	3.5 Review and endorse application for Director's approval			Assistant Director, OIMB-OD
	3.6 Review and approve endorsed application			Director, OIMB-OD
	3.7 Release approved application to respective division			Admin Staff, OIMB-OD
	4.1 Release of application to client	None		Admin Staff,

4. Receipt of Acknowledgement Letter	4.2 File copy of the application and action for safekeeping			Respective Division
Total Number of Days		7 Working Days		Days
REPORTORIAL R	EQUIREMENTS		WHERE TO SECURE	
 Monthly Reports – due every 20th day of the month succeeding the reporting month 		OICMD - <u>\Annexes - Monthly Reportorial</u> <u>Requirements Sec 11 DC 2021-06-0014 -</u> <u>MRE-B_MRE-D.xlsx</u>		
 Quarterly Reports – due NLT the 20th day of the month after the covered quarter 		OICMDAnnexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xls		
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance of Acknowledgement to Notice to Import Bioethanol

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction	Complex Transaction			
Type of Transaction:	Government-2-Busi	Government-2-Business			
Who May Avail:	Registered downstre the Biofuels Program		, i	ticipant accredited to	
CHECKLIST OF RE	EQUIREMENTS		WHERE TO	SECURE	
1. Notice Application to	Import Bioethanol			Template form for port Bioethanol.doc	
2. Certified True Copy copy)	·		Provided by	Supplier	
Projected Sales of E applied quarter	3. Photocopy of the Notice of Quarterly Projected Sales of E-Gasoline for the		Provided by Importer		
	aturant used and d port in compliance lational Standards and		Provided by	Importer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID TIME RESPONSIB			
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement. 1.2 If complete, issue order of payment for fees (Treasury) 	None		Officer of the day/Assigned Processor, Respective Division	

	1.3 If incomplete, return to client.			
2. Pay Applicable fees	a. Process payment and issue Official Receipt	Php 980.00		Collecting Officer, Treasury Division
3. Submit application to OIMB with copy	3.1 Official receipt of application		0.5 Working Day	Admin Staff OIMB-OD
of official receipt	3.2 Receive application and assign to respective division	None		Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, Respective Division
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director		4.5 Working Days	Science Research Specialist Supervising SRS Division Chief, Respective Division
	3.5 Review and endorse application for Director's approval	None		Assistant Director, OIMB-OD Director, OIMB-OD
	3.6 Review and approve endorsed application	•	2 Working Days	Director, OIMB-OD
	3.7 Release approved application to respective division			Admin Staff, OIMB-OD
 Receipt of Acknowledgement Letter 	4.1 Release of application to client	None		Admin Staff, Respective Division

	4.2 File copy of the application and action for safekeeping			
Total Number	r of Days	7 Working Days		
REPORTORIAL RE	QUIREMENTS	WHERE TO SECURE		
	– due every 20 th day of eding the reporting		ID - <u>\Annexes - N</u> equirements Sec ? 0014.MRE	
 Quarterly Reports – due every 20th day of the first month of the quarter 		OICMD\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx		
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance to Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol

Department Circular No. DC2021-09-0029

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

This notice application must indicate the details of the Importer or of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product or bioethanol to be imported for sample testing. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sample Testing -Liquid Petroleum Products and Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction	Complex Transaction			
Type of Transaction:	Government-2-Busi	ness			
Who May Avail:	Importer or Registe intending to import sample testing			, , , , , , , , , , , , , , , , , , , ,	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE	
	1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol				
(1 copy)	3. Certified True copy of Certificate of Quality		Provided by supplier		
4. Material Safety Data	eum weight percentage		Provided by the	Supplier	
5. Airway Bill/Bill of La	ding		Provided by su	ıpplier	
CLIENT STEPS	AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIB			
 File application to Oil Industry Management Bureau 	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue order of 	None		Officer of the day/Assigned Processor, Respective Division	

	payment for food			
	payment for fees (Treasury)			
	1.3 If incomplete,			
	return to client.			
2. Pay Application	2.1 Process			
fee	payment and	Php		Collecting Officer,
	issue Official	980.00		Treasury Division
	Receipt			, , , , , , , , , , , , , , , , , , , ,
3. Submit application	3.1 Official receipt of		0.5 Working	Admin Staff
to OIMB with copy	application	None	Days	OIMB-OD
of official receipt	3.2 Receive			
	application and	None		Admin Staff
	assign to			OIMB-OD
	respective division			
	3.3 Receive			
	application and			Admin Staff,
	assign to			Respective
	respective			Division
	section/ personnel		4.5 Working	
	3.4 Process		Days	Science Research
	application and		Days	Specialist
	prepare			Opecialist
	Acknowledgement			Supervising SRS
	letter for review,			caper rioning er te
	evaluation, and			Division Chief,
	endorsement to			Respective
	the Office of the	None		Division
	Bureau Director	NONE		
	2 5 Daviaw and			Assistant Director
	3.5 Review and endorse			Assistant Director, OIMB-OD
	application for Director's			Director,
	approval			OIMB-OD
	3.6 Review and		2 Working	
	approve endorsed		Days	Director,
	application			OIMB-OD
	3.7 Release approved			
	application to			Admin Staff,
	respective division			OIMB-OD
4 Receipt of	4.1 Release of			
Acknowledgement			Astroit Of St	
Letter	client	None		Admin Staff,
	4.2 File copy of the			Respective
	application and			Division
	action for			
	safekeeping			
Total Num	ber of Days		7 Workir	ng Days
	-			

REPORTORIAL REQUIREMENTS	WHERE TO SECURE			
NONE				
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

Note: This process is ISO Certified.

Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)				
Classification:	Highly Technical				
Type of Transaction:	External				
Who may avail:	Fully complied entities to t	he Prior Notic	e Requirements for	or Business	
	Engagement in the Downstream Oil Industry				
	REQUIREMENTS		WHERE TO SEC	URE	
	Letter for the Compliance		OICMD		
	quirement for Business				
	e Downstream Oil Industry				
(1 copy)					
2. Written Request fo	or Endorsement	OICMD	- Written Reques	<u>st - Annex A</u>	
(1 copy)					
3. Detailed descriptio			Applicant		
	ng the timeframe, and				
target date of oper			A		
	dicating the project cost ties/ equipment for which		Applicant		
incentives may be					
Notes					
	the above documents	Applicant			
shall be presente		Applicant			
authentication pu					
	a representative of the		Applicant		
	pany; Secretary's		Applicant		
	provide a provid				
	tter (for company) shall be				
required indicatir					
	is authorized to transact				
with DOE on beh	alf of the				
corporation/com	bany. (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
1. File application to	1.1 Review of	None		Officer of the	
Oil Industry	completeness of documents			day/Assigned Processor	
Management Bureau	against checklist			F10663301	
Duitau	of requirement				

2. Pay applicable	2.1.	If complete, issue Order of Payment for fees (Treasury) If incomplete, return to client. Process payment	Application		Oil Industry Management Bureau <i>Cashier</i>
fees		and issue Official Receipt	Fee – Php. 1,000.00		Treasury Division
 Submit of application to OIMB with copy of official receipt and order of submission 	3.1 3.2 3.3	Official receipt of application Endorse application to OIMB Receive application and assign to respective division	None	0.5 Working days	Admin Staff, OIMB-OD Admin Staff, OIMB
	3.4	Receive application and assign to respective section/ personnel			
	3.5	Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant May require applicant to submit additional data/ information in support to the DOE		14.5 Working days	Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division
		Endorsement for BOI Registration processing			
	3.7	Review MOA, EC, Acknowledgement Letter and recommend approval for the			

issuance of MOA, EC and Acknowledgement letter 3.8 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter 3.9 Review MOA, EC, Acknowledgement letter 3.9 Review MOA, EC, Acknowledgement letter 3.9 Review MOA, EC, Acknowledgement letter 3.10 Reproval for the issuance of MOA, EC and Acknowledgement letter 3.10 Approval of MOA, EC & Acknowledgement letter 3.11 Release of approved MOA, EC & Acknowledgement letter 3.11 Release of application to client 4.1 Release of applicat	None	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD Admin Staff Respective Division
Total Number of Days	20 Working	g Days



Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)

<u>Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under</u> <u>Republic Act No. 8479</u>

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)			
Classification:	Highly Technical			
Type of Transaction:	External			
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business			
	Engagement in the Down			
CHECKLIST OF RI		WHERE TO SECURE		
1. Acknowledgement Lett		OICMD		
Prior Notice Requireme				
copy)	wnstream Oil Industry (1			
2. Written Request for En	dorsement (1 copy)	OICMD - Written Request - Annex A		
		(Detailed description of the project		
		including investment plan)		
3. Detailed description of		Applicant		
	he timeframe, and target			
date of operation (1 co				
4. Investment plan indicat		Applicant		
the list of facilities/ equ				
incentives may be avai	led of			
Notes				
1. Original copy of the a	bove documents shall be	Applicant		
presented to OIMB for	or authentication			
purposes				
2. If the applicant is a re		Applicant		
	; Secretary's Certificate			
	otarized Authorization			
Letter (for company)				
indicating that the ap				
	t with DOE on behalf of			
the corporation/comp	any. (1 copy)			
L				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Send application via email to Oil Industry Management Bureau- Oil Industry Competition and Monitoring Division- Oil Demand & Market Competition Monitoring Section (OIMB-OICMD- ODMCMS) at: <u>rescandor@doe.gov.</u> <u>ph</u> and/or oicmd-demand @doe.gov.ph	 1.1. Receive/ confirm receipt via email of documents against checklist of requirements 1.2. Assign to processor for review of completeness of documents against checklist of requirement 1.3 If complete, inform client via email to submit copy of 	None		Supervising Science Research Specialist OICMD- ODMCMS
	validated landbank deposit slip or screenshot of online-bank transfer for the payment of application fee (<i>Notification via e- mail is within three</i> (<i>3) days of receipt</i> of application); 1.4 If documents are incomplete: 1.4.1 Inform client via email on the documents for submission; or 1.4.2 Schedule a virtual meeting with client to discuss the checklist of requirements 1.4.3 Write an Acknowledgeme nt letter to client to be signed by the Bureau Director on the pending documents for submission;			Processor OICMD- ODMCMS

2.	Pay applicable fees	2.1	Secure copy of	Applicatio		Client
	via deposit/ online		validated	n Fee –		
	bank transfer		Landbank deposit	Php.		
			slip/ copy of online	1,000.00		
			bank transfer			-
3.	Submit application	3.1	Official receipt of	None	15 Working	Supervising
	via email with copy of		application and		days	Science
	proof of payment of		inform client on			Research
	application fee at:		when to expect			Specialist
	rescandor@doe.gov.		the availability of			OICMD-
	ph and/or <i>oicmd-</i>		the signed			ODMCMS
	demand		documents.			Colonaa
	@doe.gov.ph	~ ~ ~	Dessive			Science
		3.2	Receive			Research
			application and			Specialist OICMD-
			assign to			ODMCMS
		22	processor Evaluation/			ODIVICIVIS
		5.5	processing of			Supervising
			application and			Science
			preparation of			Research
			Memorandum of			Specialist
			Approval (MOA),			OICMD-
			Endorsement			ODMCMS
			Certificate (EC) to			
			BOI and			Division Chief
			Acknowledgement			Respective
			letter to			OICMD
			proponent/			
			applicant			
		3.4	Review MOA, EC,			
			Acknowledgement			
			Letter and			
			recommend			
			approval for the			
			issuance of MOA,			
			EC and			
			Acknowledgement			
		2 5	letter Review MOA, EC,			
		5.5	Acknowledgement			
			Letter and			
			recommend			
			approval for the			
			issuance of MOA,			
			EC and			
			Acknowledgement			
			letter			
		3.6	Review MOA, EC,		5 Working	Assistant
			Acknowledgement		days	Director

 Receipt of signed Acknowledgement 	Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter 3.7 Approval of MOA, EC & Acknowledgement letter 3.8 Release of approved MOA, EC & Acknowledgement letter to OICMD 4.1 Inform client that original copies are	None		Office of the Bureau Director Office of the Bureau Director Admin Staff Office of the Bureau Director
Letter and copy of Endorsement Certificate	available for pick- up in OIMB- OICMD and provide scanned copy of signed documents and customer feedback form via email 4.2 File copy of the application and action for safekeeping			
Total Number of D	Jays		20 Working I	Days



Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Incentives Availment to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)					
Classification:	Highly Technical					
Type of Transaction:	External					
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration					
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	URE		
1. Written Request for Enc	lorsement (1 copy)	W	Annex B <u>ritten Request - A</u>	<u>nnex B</u>		
2. Detailed description of t for incentives availment			Applicant			
copy)	upplier, loading date) (1		Applicant			
	e/ Purchase order (1 copy)		Applicant			
2.3. Certificate of quality importation (1 copy)	Applicant				
3. BOI Certificate of Regis project prior to incentive		Department of Trade and Industry (DTI) – Board of Investments (BOI)				
Notes						
1. Original copy of the abo presented to OIMB for		Applicant				
2. If the applicant is a repr corporation/company; corporation) or notariz (for company) shall be the applicant/person is	 If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy) 					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against	None		Officer of the day/Assigned Processor		

		checklist of			
		requirement			Oil Industry Management
	1.2	If complete, issue			Bureau
	1.2	Order of Payment			Dureau
		for fees (Treasury)			
	1.3	If incomplete,			
	1.5	return to client.			
2. Pay applicable	2.1.		Application		Cashier
	2.1.	Process payment and issue Official	Fee – Php.		
fees					Treasury Division
3. Submit of	3.1	Receipt	1,200.00	0 E Morking	Admin Staff
	3.1	Official receipt of	None	0.5 Working	
application to	3.2	application Endorse		days	OIMB
OIMB with copy of	3.2				
official receipt and		application to			
order of	2.2	OIMB	-	C E Marking	Admin Staff
submission	3.3	Receive		6.5 Working	Office of the
		application and		days	Bureau Director
		assign to respective division			Buleau Director
	2.4		-		Admin Staff
	3.4	Receive			Office of the
		application and			
		assign to			Division Chief,
		respective section/			OICMD
	0.5	personnel	-		Opiomoo
	3.5	Evaluation/			Science
		processing of			Research
		application and			Specialist,
		preparation of the			OICMD-
		ff: 1) Complete			ODMCMS
		Staff Work (CSW)			
		Memo for Legal			
		Services/			
		Certificate of CSW;			
		2) CSW Memo for			
		Secretary, 3)			
		Memorandum of			
		Approval (MOA)			
		and 4)			
		Endorsement			
		Certificate (EC) to			
		BOI and 5) Letter			
		of A almowia dagement			
		Acknowledgement			
		to proponent/			
	-	applicant			Salanca
	3	.5.1 May require			Science
		applicant to			Research
		submit			Specialist,
		additional			OICMD-
		data/			ODMCMS

information in support to the DOE Endorsement for BOI Incentives Availment processing 3.6 Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC		Supervising Science Research Specialist OICMD- ODMCMS Division Chief, OICMD
 3.7 Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent 3.7.1 Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent 3.7.2 Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services 	2 Working days	Assistant Director Office of the Bureau Director Office of the Bureau Director Admin Staff Office of the Bureau Director

	 3.8 Receipt of CSW Memo for Legal Services/ Certificate of CSW; Review and endorsement of the proposed approval (MOA and EC) to the Office of Secretary 3.9. Approval of MOA, EC and Letter of Acknowledgement to proponent 		10 Working days	Legal Services Supervising Assistant Secretary and Undersecretary of OIMB and DOE Secretary
	3.10 Release to OICMD of approved MOA, EC and Letter of Acknowledgement to proponent		1 Working Day	Admin Staff Office of the Bureau Director
 Receipt of signed Acknowledgement Letter 	 4.1 Release of application to client 4.2. File copy of the application and action for safekeeping 	None		Admin Staff, OICMD
Total Number	of Days		20 Working	Days



OIL INDUSTRY STANDARDS AND MONITORING DIVISION (OISMD)

PROCESSES

- 1. Issuance of Acknowledgement of Notice to Denature Imported Bioethanol
- 2. Issuance of Acknowledgement for *t*he Notice to Engage in the Downstream Oil Industry Lubes Products
- 3. Issuance of Acknowledgement for the Notice To Import For Sale Or Own Use Lubes Products
- 4. Issuance of Certificate of Fuel Additive Registration



Issuance of Acknowledgement for Notice to Denature Imported Bioethanol

Department Circular No.: DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

Office or Division:	Oil Industry Mana	Oil Industry Management Bureau (OIMB)			
Classification:	Simple Transaction	Simple Transaction			
Type of Transaction:	Government-2-Bu	Government-2-Business			
Who May Avail:	Accredited DOI B	iofuels Parti	icipant		
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE	
1. Duly Accomplish	ned Application Form			see sample template) ate of Application Form -06-0014	
2. Photocopy of the Notice to Import	Acknowledgement of Bioethanol		Provided by	applicant	
NOTES:					
documentary at three (3) working	ce with complete achment not later than g days prior to the date nduct of denaturing of anol.				
b. Reportorial Req	uirements	Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		Officer of the day / Assigned Processor, Oil Industry Management Bureau	
	1.2 If incomplete, return to client				
 Submit of application to Oil Industry Management Bureau 	2.1 Official receipt of application	None	2 Working Days	Admin Staff, OIMB-OD	

	2.2 Receive application and assign to respective division			Admin Staff, OIMB-OD
	2.3 Receive application and assign to respective section/ personnel			Admin Staff, OIMB
	2.4 Process application and prepare Acknowledgment letter			Science Research Specialist, OISMD
	2.5 Review, evaluate and act on the application			Supv SRS, OISMD
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, OISMD
	2.7 Review and endorse application for Director's approval			Assistant Director, OIMB
	2.8 Review and approve endorsed application		1 Working Days	Director, OIMB
	2.9 Release approved application to respective division	None		Admin Staff, OIMB-OD
 Receipt of Notice to Denature Imported Bioethanol 	3.1 Release of application to client			Admin Staff, OISMD
	3.2 File copy of the application and action for safekeeping			
Total I	Number of Days		3 Wo	rking Days



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Lubes Products

Department Circular No.: DC 2021-09-0029

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-	Business	
Who May Avail:	Entities intendi downstream oil	ng to engage in the lubes business in the I industry	
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE	
1. Notarized Application L	_etter	 Provided by applicant (see sample template) Annex C: Template of Notarized Application per DC-2021-09-0029 	
2. Documentary Requirer	nents	 Provided by applicant <u>Annex C-1: Checklist of Requirements</u> per DC-2021-09-0029 	
3. Company Profile		 Provided by applicant (template to be filled up) Annex C-2: Company Profile per DC-2021-09-0029 	
NOTES:			
a. Submit one (1) Certifie all the required suppor documents;	ting		
 b. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. 		Provided by applicant	
c. Reportorial Requireme	nts	Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay application fees	2.1 Process payment and issue Official Receipt	Php 750.00		Cashier, Treasury Division
 Submit of application to Oil Industry Management Bureau 	3.1 Official receipt of application	None		Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective division			Admin Staff, OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, OISMD
	3.4 Process application and prepare memorandum of endorsement, evaluation/validation, lubes business engagement acknowledgement letter and transmittal letter to client		5 Working Days	Science Research Specialist, OISMD
	3.5 Review, evaluate and act on the application			Supv SRS, OISMD
	3.6 Review, evaluate and act on the application, and			Division Chief, OISMD

	endorse to Office of the Bureau Director		
	3.7 Review and endorse application for Director's approval	2 Working	Assistant Director, OIMB-OD
	3.8 Review and approve endorsed application	Days	Director, OIMB-OD
	3.9 Release approved application to respective division		
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client		Admin Staff, OIMB-OD
	4.2 File copy of the application and action for safekeeping		
Total Numbe	r of Days	7 Working Da	ays



Issuance of Acknowledgement for the Notice to Import For Sale or Own Use - Lubes Products

Department Circular No.: DC 2021-09-0029

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Busine	SS	
Who May Avail:	Entities intending to in lube, grease and othe	nport / export petroleum products specifically r petroleum products.	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Notice to Import for Sale Products	or Own Use – Lubes	 Provided by applicant (see sample template) Annex F: Template of Notice to Import for Sale or Own Use – Lube Products per DC-2021-09-0029 	
 2. Supporting Documents: Proforma Invoice or Commercial Invoice; Product brochure/ bulletin; and Material Safety Data Sheet (MSDS). 		Provided by applicant	
NOTES:			
 a. Submit one (1) Certific the required supporting b. If the applicant is a recorporation/company; sector (for corporation) or notal Letter (for company) sector (for company) sector (for comparing that the application of the corporation/comparing) 	documents; epresentative of the Secretary's Certificate arized Authorization hall be required icant/person is with DOE on behalf of	Provided by applicant	
c. Reportorial Requirements		Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division
	1.2 If complete, issue order of payment for fees (Treasury) 1.3 If incomplete,			
2. Pay applicable fees	return to client. 2.1 Process payment and issue Official Receipt	Php. 575.00		Cashier, Treasury Division
 Submit of application to Oil Industry Management Bureau 	3.1 Official receipt of application			Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective division	None		Admin Staff, OIMB-OD
	3.3 Receive application and assign to respective section/ personnel		E Working	Admin Staff, Oil Industry Standards and Monitoring Division
	 3.4 Process application and prepare Lubes Importation Acknowledgement Letter 3.5 Review, evaluate and act on the application 3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director 	None	5 Working Days	Science Research Specialist / Supv. SRS / Division Chief
	3.7 Review and endorse application for		2 Working Days	Assistant Director, OIMB-OD

 4. Receipt of Lubes Business Acknowledgment Letter 	Director's approval 3.8 Review and approve endorsed application 3.9 Release approved application to respective division 4.1 Release of application to client	Director Office of the Bureau Director Admin Staff, OIMB-OD Admin Staff, OISMD
	4.2 File copy of the application and action for safekeeping	
Total Nun	nber of Days	7 Working Days



Issuance of Certificate of Fuel Additive Registration

Department Circular No.: DC2007-02-0001 and DC2020-03-0007

These Guidelines shall apply to the registration of fuel additives prior to its manufacture, importation, trade/market and use. Registration shall only cover the additive directly added to fuels such as gasoline, diesel, LPG, bunker emulsified bunker and other relate products for internal and external combustion engines. Marker dyes, colorant and two-stroke (2T) lubricating oils directly mixed into the fuel shall be considered additive and are covered in this registration requirement.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Bus	siness	
Who May Avail:	manufacture, proc	disqualified by law, persons or entities who ess, repack, re-brand, market and use fuel additives additive with this Bureau	
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
1. Filled up and notarized complete with the follo (1copy)		Provided by applicant <i>(see sample template)</i> <u>Application Form for Fuel Additive</u> <u>Registration</u> 	
2. Supporting Documents			
 Company profile with s / activity / business pla cost / target mark (con geographical) // produ copy) 	in / investment isumer &	Provided by applicant	
DTI Registration / SEC	C Registration	Department of Trade and Industry / Securities Exchange Commission	
Current Business / Ma	yor's Permit	Local Government Unit	
 Pre-Manufacturing & F Notice (PMPIN) Comp 		Environmental Management Bureau – Department of Environment and Natural Resources (EMB- DENR)	
Safety Data Sheet (SE	DS)	Provided by applicant	
 Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration or dosage and purpose on the use of additive) 		Provided by applicant / Supplier of the product	
 Documentary proof or evidence to support claims / purpose / benefits of the additive (e.g. comparison test on engine performance laboratory tests, PNS test if applicable etc.) and that it 		Provided by applicant / Supplier of the product	

does not contrib emissions (e.g.	ute to harmful comparison test on			
emission test)				
Notes:	of the scheros			
1. Original copy	nall be presented to			
	nentication purposes			
	nt is a representative of			
	on/company; Secretary's		_	
	r corporation) or		Provided by ap	plicant
notarized Aut	horization Letter (for			
	all be required indicating			
	cant/person is			
	transact with DOE on			
3. Reportorial R	corporation/company.	Appox	2 – OIMB Schedu	
3. Reportonal R				
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. File application	1.1 Review of			Officer of the
to Oil Industry	completeness of			day/Assigned
Management	documents	None		Processor,
Bureau	against checklist			OISMD
	of requirement 1.2 If complete, issue			
	order of payment			
	for fees			
	(Treasury)			
	1.3 If incomplete,			
_	return to client.			
2 Pay	2.1 Process payment	Php.		Cashier,
Application	and issue Official	1,400.00		Treasury Division
Fee 3 Submit of	Receipt 3.1 Official receipt of			-
application to	application			
Oil industry	approduori	None		Admin Staff,
Management				OIMB-OD
Bureau				
	3.2 Receive			
	application and			Admin Staff,
	assign to	5 Working Days	5 Working	OIMB-OD
	3.3 Receive		Days	
	application and			
	assign to	Adi		Admin Staff,
	respective			OISMD
	section/ personnel			
	3.4 Evaluate/			Science Research
	Process			Specialist /
	application and			,

	prepare Memorandum of Approval and letter of Registration 3.5. Additional information may be requested for further evaluation 3.6. Review, evaluate and act on the application 3.7. Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Supervising SRS / Division Chief
	3.8 Review and endorse application to Director		3 Working Days	Assistant Director, OIMB-OD
	3.9 Approval of CFAR and letter of registration		Days	Director, OIMB-OD
	3.10 Endorse approved CFAR and letter of registration to respective division			Office of the Director
4 Receipt of CFAR and Letter of Registration	4.1 Release of CFAR and Letter of Registration to client			Admin Staff,
	4.2 File copy of the CFAR and Letter of Registration and action for safekeeping	None		OISMD
Total N	Number of Days		8 Work	ting Days



NATURAL GAS MANAGEMENT DIVISION (NGMD)

PROCESSES

- 1. Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities
- 2. Issuance of the Acknowledgement to Import LNG and/or Supply and Transport of Natural Gas
- 3. Issuance of the Accreditation to Import LNG and/or Supply and Transport of Natural Gas
- 4. Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities
- 5. Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities
- 6. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities



Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

This authorizes the proponents to assign or transfer the operatorship of the proposed Downstream Natural Gas Facilities from one juridical entity to another.

Office or Division:	Natural Gas Management Division (NGMD)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-Business		
Who May Avail:	downstream natural gas facilities	ansfer interest of operatorship of s	
	EMENTS (3 sets: 2 hard copies electronic)	WHERE TO SECURE	
 Letter to the Secretary and attention to the DNG-REC of the notice of assignment / transfer of interest and the reasons thereof; Original Copy of the assignee's Corporate Secretary's Certificate showing assumption by the assignee of all 		-	
attached thereof is the constraints and obligations attached thereof is the constraints assignment agreement;	s of the Operatorship and ertified true copy of the	Provided by Applicant <u>Annex A: Permit Application</u> 	
 Submission of assignee's complete legal and financial documentation as set out in the Permit Application Guideline; 		<u>Guideline per DC2017-11-</u> <u>0012</u>	
4. Description of the assignee's project management team; and			
 Proof of its financial closing to continuously fund the Downstream Natural Gas Project. 			
Notes:			
 A foreign-registered Applicant shall submit its legal, technical, and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 		Provided by Applicant	
 The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; 			
3. Original copy of the above presented to OIMB for a	e documents shall be		

 4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. 5. Reportorial Requirements 		Provided by Applicant <u>Annex B: Operator and</u> <u>Facility Registry and</u> <u>Reportorial Requirements</u> <u>Guideline per DC2017-11-</u> <u>0012</u> 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application addressed to the Secretary and attention to the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Secretary and attention to the Chairman of DNG- REC.	None	0.5 Working Day	Records Officer, RMD
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Secretary
	1.3 Receive application and assign to respective division			Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff, OIMB- NGMD
	1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.			OIMB-NGMD

	 1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information. 1.5.2 If incomplete, issue letter of rejection. 			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	None to Date		Collecting Officer, Treasury Division
	 2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Assignment or Transfer of Interest of Operatorship. 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members. 2.6 Finalization of the 		10 Working Days	Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services
	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			Supervising Assistant Secretary and Supervising Undersecretary
	2.7 Review and endorse application for Secretary's approval			
	2.8 Review and approved the endorse application			Office of the Secretary (OSEC)
	2.9 Release approved application to respective division		5 Working Days	Admin Staff, OIMB-OD

3. Receipt of Assignment or Transfer of Interest of Operatorship	3.1 Release of application to client			Admin Stoff
	3.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Workin	g Days



Issuance of the Acknowledgement to Import LNG and/or Supply and Transport Natural Gas

Department Circular No.: DC2017-11-0012

The Acknowledgement to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants as well as provide the proof that the importer/supplier complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs.

Office or Division:		nagement Division (NGMD)		
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
	Entities intending to engaged in the importation of LNG and/or			
Who May Avail:		sport of Natural Gas		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE		
1. Pre-Importation Notice (1				
1.1 Details of Pre-Importation				
1.1.1 Name of Company and	d OIMB-			
Accreditation No.; 1.1.2 Estimated quantity;				
1.1.3 Specified quality of Na	tural Gas or			
LNG;				
1.1.4 Estimated date of load	ing and arrival	Provided by Applicant		
(ETL & ETA);		Annex C: Importer and Supplier		
1.1.5 Supplier of imported LNG;		Accreditation Guideline per DC2017-11-		
1.1.6 Estimated FOB price, freight,		<u>0012</u>		
insurance cost and other importation				
cost; 1.1.7 Vessel particulars (name and voyage				
number); and	ne and voyage			
1.1.8 Country and port of loading and				
discharge.				
2. Supporting Document: (1	copy)			
2.1 Proforma Invoice				
3. Post-Importation Docume	ents (1 copy)			
3.1 Commercial Invoice;				
3.2 Import bill of lading;		Provided by Applicant		
3.3 Safety Data Sheet (SDS);		Annex C: Importer and Supplier		
3.4 Certificate of quality;		Accreditation Guideline per DC2017-11-		
3.5 Final import entry declaration; and		<u>0012</u>		
3.6 Statement of Settlem	ent of Duties			
and Taxes (SSDT)				
Notes: 1. A foreign-registered	Applicant shall	Drovided by Applicant		
 A foreign-registered Applicant shall submit its legal, technical and 		Provided by Applicant		

language and its embassy of coverage of t2.The applicati paper, with tw legal, technic documents, a in PDF format format is the Roman at 12 spacing, figu at an approp3.Original copy documents s OIMB for aut4.If the applicati the corporation Authorization shall be requ applicant/per	v of the above hall be presented to hentication purposes. Int is a representative of on/company; Certificate (for or notarized Letter (for company) ired indicating that the son is authorized to DOE on behalf of the			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		821748		
1. Submit of application to Oil Industry Management Bureau	1.1 Receive application and assign to respective division			Admin Staff, OIMB-OD
application to Oil Industry Management	application and assign to			Admin Staff,
application to Oil Industry Management	application and assign to respective division 1.2 Receive application and assign to respective			Admin Staff, OIMB-OD Admin Staff,
application to Oil Industry Management	application and assign to respective division 1.2 Receive application and assign to respective section/ personnel 1.3 Review of completeness of documents against checklist			Admin Staff, OIMB-OD Admin Staff, OIMB-NGMD Assigned Processor,

2. Pay applicable fees	2.1 Process payment and issue Official	Php		Collecting Officer,
	Receipt	1,500.00		Treasury Division
 Submit of application to Oil Industry Management Bureau with copy of official receipt 	3.1 Process application and prepare Acknowledgement to Import LNG and/or Supply and Transport Natural Gas			Science Research Specialist, Respective Division
	3.2 Review, evaluate and act on the application		4 working days	Supv. SRS, Respective Division
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief Respective Division
	3.4 Review and endorse application for Director's approval			Assistant Director, OIMB-OD
	3.5 Review and approve endorsed application		2 working days	Director, OIMB-OD
	3.6 Release approved application to respective division			Admin Staff, OIMB-OD
4. Receipt of Acknowledgement to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client		1 working day	Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping			
Total N	umber of Days		7 Working	Days



Issuance of the Accreditation to Import LNG and/or Supply and **Transport of Natural Gas**

Department Circular No.: DC2017-11-0012 To authorize the importer/supplier to to indulge in the importation and supply through the issuance of Accreditation to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Letter of Intent with the information (1 copy)	-			
 1.1 Company Name (Business name, address, telephone number/s, email address); 1.2 Contact Person and Contact Details; and 1.3 Activity to engage in: -Import; -Supply and Transport -Both 		Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u> 		
2. Supporting documents required (1 copy)				
2.1 Importer				
2.1.1 Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;		Securities and Exchange Commission (SEC)		
2.1.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;		Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u> 		
2.1.3 Business Permit;		Local Government Unit (LGU), where the facility is located.		
2.1.4 Importer's Clearance Certificate (ICC) from the Bureau of Internal Revenue;		Bureau of Internal Revenue		
2.1.5 Certificate of Accreditation as Importer from the Bureau of Customs;		Bureau of Customs		

2.1.6 Duly executed redacted importation agreement; and	Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u>
2.1.7 Other supporting and relevant documents that the law or rules may require.	Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u>
2.2 Supplier	
2.2.1 Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;	Securities and Exchange Commission (SEC)
2.2.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;	Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u>
2.2.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
 2.2.4 Duly executed redacted supply agreement; and 2.2.5 Other supporting and relevant documents that the law or rules may require. 	Provided by Applicant <u>Annex C: Importer and Supplier</u> <u>Accreditation Guideline per DC2017-11-</u> <u>0012</u>
Notes:	
 A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 	
 The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; Original copy of the above documents shall be presented to OIMB for 	Provided by Applicant
authentication purposes; and	

 4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. 5. Reportorial Requirements 		-	Provided by App Annex C: Importer editation Guidelin 0012	<u>r and Supplier</u> e per DC2017-11-
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submit of application to Oil Industry Management Bureau 	1.1 Endorse application to OIMB			Admin Staff, OIMB-OD
	1.2 Receive application and assign to respective division			Admin Staff, OIMB-OD
	1.3 Receive application and assign to respective section/ personnel			Admin Staff, OIMB-NGMD
	1.4 Review of completeness of documents against checklist of requirement			Assigned Processor, OIMB-NGMD
	1.5 If complete, issue order of payment for fees (Treasury) order of payment for fees (Treasury)			OIMB-NGMD
	1.6 If incomplete, return to client.			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		Collecting Officer, Treasury Division

3. Submit of application to Oil Industry Management Bureau with copy of official receipt	3.1 Process application and prepare Accreditation to Import LNG and/or Supply and Transport Natural Gas		Science Research Specialist, Respective Division
	3.2 Review, evaluate and act on the application	4 Working days	Supv. SRS, Respective Division
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director		Division Chief, Respective Division
	3.4 Review and endorse application for Director's approval		Assistant Director, OIMB-OD
	3.5 Review and approve endorsed application	2 Working Days	Director, OIMB-OD
	3.6 Release approved application to respective division		Admin Staff, OIMB-OD
4 Receipt of Accreditation to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client	1 Working Day	Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping		
Total N	lumber of Days	7 Working I	Days



Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponents to proceed the acquisition of permits/clearances from the national and local government agencies and financial closing prior the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Entities intending to develop Dov	wnstream Natural Gas Facilities		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
1. Legal Documentatio 1.1 Duly filled-out co showing a brief p A-2 of DC No. 20 hard copies and	 <u>Annex A-2: Information Sheet</u> per DC2017-11-0012 			
1.2 Certified true con Exchange Comm Registration, Art Laws, and latest applicable; or the corporate purpos the authority to c Downstream Na	bies of the Securities and hission (SEC) Certificate of icles of Incorporation and By- Certificate of Amendment, if eir foreign equivalents. The se of the Applicant shall include construct and operate tural Gas Facilities; (3 copies: 2 and 1 electronic copy)	Securities and Exchange Commission (SEC)		
1.3 Certified true copy of the updated General Information Sheet (GIS), or their foreign equivalent, and stamped-received by the Securities and Exchange Commission (SEC) within twelve (12) months from date of the filing of application; (3 copies: 2 sets hard copies and 1 electronic copy); and		Securities and Exchange Commission (SEC)		
 1.4 Original Copy of the Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign and execute documents in relation to the application. (3 copies: 2 sets hard copies and 1 electronic copy) 		Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u> 		
2. Technical Documen	tation			

2.1 Applicant Profile(3 copies: 2 sets hard copies and 1 electronic copy)	
 2.1.1 The Applicant shall submit a duly notarized description of its own, or if necessary, including that of the chosen member/s of the Applicant Group, experience and technical capability relevant to carrying out the Project, specifically: 2.1.2 A summer of the approximation provide the project is a provide the project. 	Provided by Applicant
A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;	 <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> 0012
2.1.3 A summary and description of all gas-related projects completed and pending, if any, for at least the past three (3) years preceding the date of the application including the assessment of the performance of their construction, operation and economic feasibilities;	
2.1.4 Description of the qualifications and experience of key management, professional and technical personnel in the Downstream Natural Gas Facility construction and operation;	
2.1.5 Disclosure of any pending or determined with finality major safety or environmental enforcement actions by relevant authorities;	
2.1.6 If Applicant Group's technical capability will be used, the Secretary's certificate of the chosen member/s confirming a board resolution authorizing the commitment of the identified technical capability to the proposed Project;	Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
2.1.7 Other information that the Applicant may deem necessary to support its application or as maybe required by the C-REC.	
2.2 Construction Plans and Designs (3 copies: 2 sets hard copies and 1 electronic copy) 2.2.1	
General Project Description 2.2.2	-
Locational zoning clearance subject to the local government zoning ordinance;	-
2.2.3 Quantitative risk assessment report for safe distance requirements;	

2.2.4 Environmental (land, air, water and people) impact identification, prevention and mitigation assessment report of the proposed infrastructure and processes on the proposed site consistent with the Philippine Environmental Impact Statement System Law (EISS) and its implementing rules;	
2.2.5 Geologic, Oceanographic, Seismic, Atmospheric, and Security hazard identification, prevention and mitigation assessment report;	
2.2.6 Distribution Impact Study (DIS) and Distribution Asset Study (DAS) or embedded power plant construction plan for power supply requirement;	Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
2.2.7 Front End Engineering Design (FEED) and detailed building and equipment plans and designs (as developed during FEED and together with evidence of completion of the FEED stage) and their corresponding work program and budget;	
2.2.7.1 Conceptual plans and designs of buildings, other facilities and equipment, with descriptions and flow diagram of their construction and installation processes including the integrity and safety engineering methods and technology applied with due consideration of the results of the assessments made from items guidelines 2.a to 2.f above;	
2.2.7.2 Summary list with sufficient description of the Philippine or Internationally accepted codes and standards specifically used as basis on the formulation of the plans and designs for the construction of buildings and other facilities and the installation of equipment including the materials used therein;	
2.2.7.3 Planned Construction Schedule; 2.2.7.4 Plot Plans and list of key buildings, other facilities,	
 equipment, access roads, safety zones and distances; 2.2.7.5 Manpower and construction equipment requirements; 	
2.2.7.6 Management of change system; 2.2.7.7	
Maintenance of records system;2.2.8Third party quality assurance program validation (3copies: 2 sets hard copies and 1 electronic copy)	

2.2.8.1 Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities and installed equipment;	
2.2.8.2 Safety and Quality Assurance Certifications of the material used on the construction, facilities and equipment; and	
2.2.8.3 Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities and equipment;	Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
2.2.9 A summary of the execution plan for the establishment of a professional project management team for construction, installation, testing and commissioning; (3 copies: 2 sets hard copies and 1 electronic copy)	
2.2.10 A summary report prepared by the Applicant on other Government agencies' permitting requirements before construction and before operation; (3 copies: 2 sets hard copies and 1 electronic copy); and	
2.2.11 Other relevant studies or assessment reports that the Applicant may deem necessary to support its application. (3 copies: 2 sets hard copies and 1 electronic copy)	
2.3 Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Construction and Equipment Installation Phase) (3 copies: 2 sets hard copies and 1 electronic copy)	
2.3.1 Submission of HSSE management systems, management and employee structure, manpower complement, qualification and competency / training development program and mitigation plans to address the risks at ALARP levels in the following areas: (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
 2.3.1.1 Environmental Risk Assessment and Management Plan 2.3.1.2 Occupational Health and Safety Risk Assessment and Management Plan 	
2.3.1.3 Facility Security Risk Assessment and Management Plan 2.3.1.4 Disaster/ Emergency Preparedness and Response Plan	
2.3.1.5 Other areas of concern that the Operator may deem necessary.	

2.4 Financial Documentation(3 copies: 2 sets hard	
copies and 1 electronic copy)	
2.4.1 Economic/Financial Feasibility Report with clear demonstration of the projected revenue versus the costs and other relevant factors associated with the project; (3 copies: 2 sets hard copies and 1 electronic copy) 2.4.2	 Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
Financial Closing Methodology Report covering the entire proposed work program and budget with clear demonstration of ability to meet funding requirements;	
2.5 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
2.5.1 Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the project, including but not limited to:	Provided by Applicant <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
2.5.1.1 Engineering, Procurement and Construction (EPC) agreements;	
2.5.1.2 LNG supply agreements of Operators and/or terminal user(s);	
2.5.1.3 Gas sales agreements by Operator and/or terminal users with power or non-power customers;	
2.5.2 Certified true copy of Applicant's tax clearance certificate from the respective tax regulating Government Agency for the immediate preceding year from year of application as required by the Philippine Executive Order No. 398;	
2.5.3 For corporations existing for more than two (2) years at the time of filing of application:	
2.5.3.1 Certified true copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the date of the Application and Original copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;	
2.5.3.2 Original copy of the Projected Cash Flow Statement covering the cash availability for the entire construction and expansion or modification, if applicable; and	
2.5.3.3 Proof of ability to raise its equity share earmarked for the project through any or a combination of the following:	Provided by Applicant

2.5.3.3.1 Original copy of the Bank Certification to substantiate the cash balance as of 10 business days prior to the date of	 <u>Annex A: Permit Application</u> <u>Guideline per DC2017-11-</u> <u>0012</u>
application; and	
2.5.3.3.2	
Credit lines available;	
2.5.4	
For newly-organized corporations existing for less than	
two (2) years at the time of filing of application:	
2.5.4.1	
Certified true copy of the Annual Report or Audited	
Financial Statements (FS) or Original copy of the latest	
Unaudited FS duly signed by the responsible official such	
as the President and/or Chief Finance Officer;	
2.5.4.2	
-	
Original copy of the Projected Cash Flow Statement	
covering the cash availability for the entire construction	
and expansion or modification, if applicable; and	
2.5.4.3	
Proof of ability to raise its equity share earmarked for the	
project through any or a combination of the following:	
2.5.4.3.1	
Original copy of the Bank Certification to substantiate the	
cash balance as of 10 business days prior to the date of	
application; and	
2.5.4.3.2	
Credit lines available;	
2.5.5	
Applicants with insufficient ability to raise equity share for	
the proposed Project may seek earmarked fund	
guarantee from the chosen member/s of the Applicant	
Group but shall be limited to corresponding participating	
interest and shall submit the following:	
2.5.5.1	
Certified true copy of the shareholders or Parent	
Company's financial documents per 3.a to 3.c and 4.a to	
4.b, as applicable; and	
2.5.5.2	Provided by applicant
	 <u>Annex A: Permit Application</u>
Secretary's certificate confirming board resolution	
authorizing the contribution to the funding of the equity	Guideline per DC2017-11-
share corresponding to its participating interest.	<u>0012</u>
Notes:	
1. A foreign-registered Applicant shall submit its legal,	
technical and financial documents in English	
language and duly authenticated by its embassy	Provided by Applicant
which has operational coverage of the Philippines;	· · · · · · · · · · · · · · · · · · ·
2. The application must be both in paper, with two (2)	
complete sets of legal, technical, and financial	

 documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; 3. Original copy of the above documents shall be presented to OIMB for authentication purposes. 4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. 5. Reportorial Requirements 		 <u>Annex B:</u> <u>Regis</u> <u>Require</u> 	d by Applicant Operator and Facility try and Reportorial ments Guideline per C2017-11-0012	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division 	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	Records Officer, RMD
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary
	13 Receive application and assign to respective division		4.5 Working	Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/personnel		Days	Admin Staff, OIMB- NGMD

	 1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist. 1.5.1. If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information. 1.5.2. If incomplete, issue letter of rejection. 			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	 2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Notice to Proceed (NTP) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members. 		10 Working Days	Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services

	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			DNG-REC Members
	2.7 Review and endorse application for Secretary's approval			Supervising Assistant Secretary and Supervising Undersecretary
	2.8 Review and approved the endorse application			Office of the Secretary (OSEC)
	2.9 Release approved application to respective division		5 Working Days	Admin Staff, OIMB-OD
3. Receipt of Notice to Proceed (NTP)	3.1 Release of application to client			
	3.2. File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Tota		20 Workir	ng Days	



Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponent to proceed the construction, expansion, rehabilitation, and modification of the proposed Downstream Natural Gas Facilities. This is to note, that each activity in the PCERM shall be applied for a permit separately.

Office or Division:	Nall be applied for a permit separately. Oil Industry Management Bureau-Natural Gas Management Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Busir	ness		
Who May Avail:	Entities intending to construct, expand, rehabilitate, and modify Downstream Natural Gas Facilities			
CHECKLIST OF REQU	IIREMENTS	WHERE TO SECURE		
1. Permits (3 copies: 2 sets har electronic copy)				
1.1 Environmental Compliar (ECC) from the Departm and Natural Resources	nent of Environment (DENR);	Department of Environment and Natural Resources (DENR)		
1.2 Endorsement and Perm Government Unit (LGU) located;	, where the facility is	Local Government Unit (LGU), where the facility is located.		
1.3 Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;		National Commission on Indigenous Peoples (NCIP)		
1.4 Land Conversion Clearance from the Department of Agriculture (DA), if applicable;		Department of Agriculture (DA)		
1.5 Registration with the De and Employment (DOLE	-	Department of Labor and Employment (DOL		
 1.6 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS); and 		Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS)		
1.7 Other permits as maybe rules in order to comme		Provided by Applicant <u>Annex A: Permit Application Guideline</u> per DC2017-11-0012 		
 Submission of Proof of Finar copies: 2 sets hard copies a copy) 	0 (Provided by Applicant <u>Annex A: Permit Application Guideline</u> <u>per DC2017-11-0012</u> 		

No	otes:				
1.	A foreign-registered Applicar legal, technical and financial English language and duly a embassy which has operation Philippines;	documents in uthenticated by its			
 The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; 			Provided by App	licant	
3.	Original copy of the above do presented to OIMB for auther and				
4.	 If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact 		Provided by Applicant		licant
5.	with DOE on behalf of the corporation/company. 5. Reportorial Requirements		Provided by Applicant <u>Annex B: Operator and Facility Regis</u> and Reportorial Requirements <u>Guideline per DC2017-11-0012</u> 		d Facility Registry Requirements
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	Records Officer, RMD

	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary
	1.3 Receive application and assign to respective division			Admin Staff, OIMB-OD
	1.4 Receive application and assign to respective section/ personnel			Admin Staff, OIMB-NGMD
	 1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist. 1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information. 1.5.2 If incomplete, issue letter of rejection. 		4.5 Working Days	OIMB- NGMD
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division

 2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Construct/Ex pand/Rehabil itate/Modifica tion (PCERM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial 	10 Working Days	Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services
evaluation to the DNG- REC members.		
2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecret ary's approval.		DNG-REC Members
2.7 Review and endorse application for Secretary's approval		Supervising Assistant Secretary and Supervising Undersecretary

		2.8	Review and approved the endorse application			Office of the Secretary (OSEC)
		2.9	Release approved application to respective division		5 Working days	Admin Staff, OIMB-OD
3	Receipt of Permit to Construct, Expand, Rehabilitate and Modify (PCERM)	3.1	Release of application to client			Admin Staff, Respective Division
		3.2	File copy of the application and action for safekeeping	None		
		3.3	Provide copy to Records Management Division			
	Total Number of Da	ays			20 Working D	Jays



Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponent the operation and maintenance of the completed construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Business				
Who May Avail:	Entities intending to operate and mai Facilities	ntain Downstream Natural Gas			
CHECKLIS	F OF REQUIREMENTS	WHERE TO SECURE			
1 electronic copy)	on (3 copies: 2 sets hard copies and				
1.1 Refers to the c certificate of co Engineering, P Contractor with project manage	Provided by applicant <u>Annex A: Permit</u> <u>Application Guideline per</u> <u>DC2017-11-0012</u> 				
2. Summary List of Build copies: 2 sets hard cop	Provided by applicant <u>Annex A: Permit</u> <u>Application Guideline per</u> <u>DC2017-11-0012</u> 				
3. Operational process w hard copies and 1 electronic descent for the second se	ith flow diagram (3 copies: 2 sets stronic copy)				
3.1. Description of o of building, facil commissioning, for DOE guidan	Provided by applicant <u>Annex A: Permit</u> <u>Application Guideline per</u> <u>DC2017-11-0012</u> 				
Assessment and Mana 3 copies: 2 sets hard of	y and Environment (HSSE) agement Plan (Operational Phase) (copies and 1 electronic copy)				
management and e complement, qualifi development progra the risks at ALARP 4.1.1. Environme	E management systems, mployee structure, manpower cation and competency / training am and mitigation plans to address levels in the following areas: ntal Risk Assessment and	Provided by Applicant <u>Annex A: Permit</u> <u>Application Guideline per</u> <u>DC2017-11-0012</u> 			
Managemer	nal Health and Safety Risk				

	4.1.3. Facility Security Risk Assessment and Management Plan	
	4.1.4. Disaster/ Emergency Preparedness and Response Plan	Provided by Applicant Annex A: Permit
	4.1.5. Community social development program	Application Guideline per
	4.1.6. Other areas of concern that the Operator may deem necessary	<u>DC2017-11-0012</u>
the	mitting requirement of other Government Agencies for Operation of the Facility which shall include the owing: (3 copies: 2 sets hard copies and 1 electronic by)	
5.1.	Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the DENR;	Department of Environment and Natural Resources (DENR)
	Endorsement and Permits for Operation from the Local Government Unit (LGU);	Local Government Unit (LGU), where the facility is located.
	Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;	National Commission on Indigenous Peoples (NCIP)
5.4.	Registration and Permit to Operate from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
5.5.	Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig and Social Security System Corporation (SSS);	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF- Pag-ibig, and Social Security System Corporation (SSS)
5.6.	Fire Safety Inspection Certificate (Fire Code);	Bureau of Fire Protection (BFP)
5.7.	Sanitary Permit (Sanitary Code); and	Local Government Unit (LGU), where the facility is located.
5.8.	Other permits as maybe required by law or rules	Provided by applicant
Notes:		
1.	A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	
2.	The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; and	Provided by Applicant
3.	Original copy of the above documents shall be presented to OIMB for authentication purposes.	Provided by Applicant

 If the applicant is a corporation/compari corporation) or nota company) shall be applicant/person is behalf of the corpored. Reportorial Required. 	<u>Facility</u> Reporto	plicant <u>3: Operator and</u> <u>Registry and</u> <u>rial Requirements</u> the per DC2017-11-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG- REC) and submit to Records Management Division 	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	Records Officer, RMD
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary
	1.3 Receive application and assign to respective division		4.5 Working	Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/ personnel		4.5 Working days	Admin Staff, OIMB- NGMD

2. Pay applicable	 1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist. 1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information. 1.5.2 If incomplete, issue letter of rejection. 2.1 Process 			OIMB-NGMD
fees	payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	 2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Operate and Maintain (POM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members. 		10 Working Days	Assigned Processor Oil Industry Management Bureau/Legal Services and Financial Services

	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			DNG-REC Members
	2.7 Review and endorse application for Secretary's approval			Supervising Assistant Secretary and Supervising Undersecretary
	2.8 Review and approved the endorse application		5 Working	Office of the Secretary (OSEC)
	2.9 Release approved application to respective division		days	Admin Staff, OIMB-OD
3 Receipt of Permit to Operate and Maintain (POM)	3.1 Release of application to client			-
	3.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Total Numb	er of Days		20 Workin	ig Days



OIL INDUSTRY MANAGEMENT BUREAU (OIMB)

Internal Services

1. Request from other, Bureaus, and Services for Oil Industry Data/Statistics/Information



Request from Bureaus, Services, Division and Unit within DOE for Oil Industry Data / Statistics / Information

The interagency cooperation between bureaus, services, division and unit within DOE for oil industry data / statistics and information

Office or Division:	Oil Inc	Oil Industry Management Bureau				
Classification:	Comp					
Type of Transaction:	G2G					
Who may avail:	Burea	us, services, div	ision, and ur	nit within DOE intere	ested in oil industry	
ý		statistics and in			y	
CHECKLIST OF RE				WHERE TO SE	ECURE	
1. Letter of request indicat	ing the	interested	Provided by	y applicant		
information and data.	U					
CLIENT STEPS	AGEN	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submit letter of request to Oil Industry Management Bureau 	1.1	Official Receipt of request	None		Officer of the day/Assigned Processor Oil Industry Management Bureau	
	1.2	Receive request and assign to respective division	None		Admin Staff Office of the Bureau Director	
	1.3	Receive request and assign to respective section/ personnel	None	5 Working days	Admin Staff Office of the Division Chief	
	1.4 1.5	Process request and prepare letter respective section/ personnel Review, evaluate and act on the request	None		Science Research Specialist Respective Division / Supervising Science Research Specialist Respective Division / Division Chief Respective Division	
	1.6	•				

	1.7	endorse to Office of the Bureau Director Review and	None	2 Working days	Assistant Director
		endorse for Director's approval			Office of the Bureau Director
	1.8	Review and approve endorsed letter	None		<i>Director</i> Office of the Bureau Director
	1.9	Release approved letter to respective division	None		Admin Staff Office of the Bureau Director
 Receipt of requested data / statistics / information 	2.1 a.	Release of letter to client File copy of the application and action for safekeeping	None		Admin Staff Respective Division
Total Number of Days			7 Wo	rking Days	

ENERGY POLICY AND PLANNING BUREAU



ENERGY POLICY AND PLANNING BUREAU

SUMMARY OF PROCESSES

External Services

Policy Formulation and Research Division (PFRD)

	PROCESSES	DURATION	CLASSIFICATION
1.	Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients (ISO Certified)	3 working days	Simple Transaction
2.	Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients (ISO Certified)	20 working days	Highly Technical Transaction

Planning Division (PD)

	PROCESSES	DURATION	CLASSIFICATION
3.	Data Request Process for Simple Transactions	3 working days	Simple Transaction
		7 working days	Complex Transaction

ENERGY POLICY AND PLANNING BUREAU

Internal Services

PROCESSES		DURATION	CLASSIFICATION
4.	Provision of Data/ Information to Other DOE Bureaus/ Services/ Offices/	3 working days	Simple Transaction
5.	Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, Other Agencies and Institutions (Local and International)	20 working days	Highly Technical Transaction



POLICY FORMULATION AND RESEARCH DIVISION (PFRD)

PROCESSES

- 1. <u>Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information</u> to Various Clients
- 2. <u>Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information</u> to Various Clients



Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients¹

Note: This process is ISO Certified.

Office or Division:	Policy Formulation and Research Division (PFRD)			
Classification:	Simple Transaction (Data Available with PFRD)			
Type of	Government-to-Government, Go	vernment-to-C	itizen, G2B	
Transaction:				
Who may avail:	Government Agencies, Academo	e and other Re	searchers	
CHECKLI	ST OF REQUIREMENTS		WHERE TO SEC	CURE
Official Letter of R	equest with:	Office of the I	Director	
1. Name and add	dress of requesting party	Policy Formu	lation and Resear	ch Division
needed	try data/ statistics/ information			
 Intended use of being requester 	of data/ statistics/ information ed			
CLIENT STEPS	AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE		
 Submission of data request for Energy Statistics/ Information Received 	 1.1 Submission of Data Request 1.1.1 FOI/ Info Center/ Email 1.1.2 Printed Documents/ letters/ walk-in clients 1.1.3 Text Messages (Viber/ Messenger)² 1.2 Receipt of Data Request/Recording to Logbook/ Document Tracking System (DTS) 1.3 Screening Endorsement to Units 	Php2.00/ page (photocopy fee, if necessary) For more than ten (10) pages, a photocopy request form must be filled-up by the	4 hrs. ¹⁰	Records Management Division (RMD) Office of the Director, Energy Policy and Planning Bureau PFRD Staff
	 1.4 Receipt of data request by the Units for Recording to Logbook/ DTS 1.5 Screening/ Endorsement to Staff 1.6 Processing of requested data 	client/ researcher to be approved by EPPB- PFRD	2 days	Clerk, PFRD Chief SRS, PFRD Supervising SRS Technical Staff, PFRD
	1.7 Review/ Endorsement for Approval of Output			Supervising SRS Chief, PFRD ³

	1.8 Approval of Output1.9 Recording/ Transmittal of Output (Logbook/DTS)	4 hrs	Chief, PFRD/ Director, EPPB (as necessary) ⁴ Clerk/ Concerned Staff/ Client, PFRD
Total Number of	Days	3 working days	·

 ¹ Data available in the PFRD energy database.
 ² Included personal messages through text message, Viber and messenger from the researchers
 ³ If the level of approval is director level, the DC is the endorser
 ⁴ if the data requested are historical and available to the PFRD database and included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Chief and Director. However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.



Energy Policy and Planning Bureau Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients⁵

Note: This process is ISO Certified.

Office or				
Division:	Policy Formulation and Research Division			
Classification:	Highly Technical Transaction			
Type of				
Transaction:	Government-to-Government, Gov			
Who may avail:	Government Agencies, Academe			
	ST OF REQUIREMENTS		WHERE TO SEC	URE
Official Letter of R		Office of the I		
	Iress of requesting party	Policy Formu	lation and Resear	ch Division
needed	ry data/ statistics/ information			
3. Intended use of being requested	of data/ statistics/ information			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	 1.1 Submission of Data Request 1.1.1 FOI/ Info Center/ Email/ 1.1.2 Printed Documents/ letters/ walk-in clients 1.1.3 Text Messages (Viber/ Messenger)⁶ 1.2 Receipt of Data Request/ Recording to Logbook/ EDMS 1.3 Screening Endorsement to Units 1.4 Receipt of data request by the Units for Recording to Logbook/ Document Tracking System (DTS) 	Php2.00/ page (photocopy fee, if necessary) For more than ten (10) pages, a photocopy request form must be filled-up by the client/ researcher to be approved by EPPB- PFRD	4 hrs.	Records Management Division (RMD) Office of the Director, Energy Policy and Planning Bureau PFRD Staff Clerk, PFRD
	 1.5 Screening/ Endorsement to Staff 1.6 Data requested is not available in the PFRD energy database and requires further research 		18 days	Chief SRS,PFRD Supervising SRS Technical Staff, PFRD
	1.7 Data Request is endorsed to the concerned units ⁷			

Total Number of D	Days	20 woi	rking days	
	1.10 Recording/ Transmittal of Output (Logbook/EDMS)			Clerk/ Concerned Staff/ Client, PFRD
	1.9 Approval of Output		1.5 day	Chief, PFRD/ Dir. EPPB (as necessary) ⁹
	1.8 Review/ Endorsement for Approval of Output			Supervising SRS/ Chief SRS, PFRD ⁸
	 1.7.1 Processing of requested data Data Research Coordination with Concerned Units Consolidation of inputs 			

⁵ Data requested need further research, processing, and analysis
 ⁶ Included personal messages through text message, Viber and messenger from the researchers

⁷ If the data request is not available in the PFRD energy database, data request is endorsed to the concerned units, end of process for EPPB-PFRD. However, if the data request is partly available in the PFRD database, further research/ analysis and processing of data will be needed to complete the data requirements of the requesting party. ⁸ If the level of approval is director level, the DC is the endorser

⁹ if the data requested is included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Director (Please see the Operational Procedure on the Core process flow for the data provision of EPPB). However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.

¹⁰ Half day is equivalent to 4 hours



PLANNING DIVISION (PD)

PROCESS

1. Data Request Process for Simple Transactions



Data Request Process

Office or Division:	Planning Division				
Classification:		Simple Transaction and Complex Transaction			
Type of Transaction:		Government-2-Government / Government-2-Citizen			
Who may avail:	Students, Researc				
CHECKLIST OF R			WHERE TO SE		
1. Letter/Email of Reques	,		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE	
1. Submission of request for energy data 1.1 Online	1. Recording of received documents for RFID	None			
1.2 Walk-in		None	0.5 Days	EPPB – OD and Records Division	
1.3 Printed Documents (already secured with RFID at Records Division)	1.1 Receipt of Data Request / Recording to Logbook / EDMS		. 0.5 Days	Clerk, Planning Division	
	1.2 Screening / Endorsement to Staff		2 Days* (or, 6 Days** for CT)	Chief, Planning Division	
	1.3 Data requested available in the PD energy database			Supervising SRS / Technical Staff, Planning Division	
	1.4 Processing of requested data				
	1.5 Review / Endorsement for Approval of Output			Chief, Planning Division	
	1.6 Approval of Output (as necessary)			Director, EPPB	
	1.7 Recording / Transmittal of Output			Clerk/Concerned	
	1.8 Request Acknowledgement and Feedback			Staff	

2. Evaluation / Feedback	2.1 Client Feedback Record			Client
Total Number of Days:		3 Working Days for Simple Transaction 7 Working Days for Complex Transaction		

*Simple data requests submitted by requesting party with available data within Planning Division (i.e., Philippine Energy Plan, Regional Energy Plans)

**Complex data requests submitted by requesting party with available data coming from other DOE Units (i.e., Sectoral Development, Power/Oil Statistics)



INTERNAL SERVICES

PROCESSES

- 1. Provision of Data/ Information to Other DOE Bureaus/ Services/ Offices/
- 2. Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, Other Agencies and Institutions (Local and International)



Provision of Data/ Information to Other DOE Bureaus/Services/Offices

Office or Division:	Energy Policy and Planning	Bureau - O	ffice of the Direct	or	
Classification:	Simple Transaction*			-	
Type of Transaction:	Government-to-Governmer	nt			
Who may avail:	Other DOE Bureaus/ Offices / Units				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE	
Official Letter of Request	t with:				
1. Name and address of					
 Specific industry data needed 		O	Office of the Director, EPPB		
 Intended use of data/ being requested 	statistics/ information				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of request for statistics/ information/ related to energy 1.1 Email/ telephone 	 1.1 Receipt of data/ information request/ recording to logbook/ EDMS 1.2 Screening of request/ endorsement to concerned unit(s) 	-	0.5 day	Focal Person, Office of the Director	
1.2 Printed documents/ memo/ walk-in	1.3 Receipt of data/ information request by the unit/s for recording to logbook/ EDMS			Clerk	
	1.4 Screening of request/ endorsement to staff	None	2 days	Chief SRS	
	1.5 Processing of requested data/ information		0.5 day	Supervising SRS/ Technical Staff	
	1.6 Review/endorsement for approval of output			Chief SRS	
	1.7 Approval of output (if necessary)			Director, EPPB	
	1.8 Recording/ Transmittal of output (Logbook/EDMS)			Clerk/ Concerned Staff	
Total Number	of Marking Dava		2 Worki		

Total Number of Working Days

3 Working Days

* Data/ Information requested available in the EPPB



Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, other Agencies and Institutions (Local and International)

Office or Division: Classification: Type of Transaction: Who may avail: CHECKLIST OF R Official Letter of Request 1. Name and address of 2. Specific industry data information needed 3. Intended use of data/	Other DOE Bureaus/ (EQUIREMENTS with: requesting party / Statistics/	saction ^{1/2} nment, Gove	ction ^{1/2} nent, Government-to-Business, G2C		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID			
 Submission of request for statistics/ information related to energy 1.1 Email/ telephone 1.2 Printed documents/ memo/ walk-in 	 1.1 Receipt of data/ information request/ recording to logbook/ EDMS 1.2 Screening of request/ endorsement to units 	None	0.5 day	Focal Person, Office of the Director	
	 1.3 Receipt of data/ information request by the Unit for recording to logbook/ EDMS 1.4 Screening of request/ endorsement to 		18 days	Clerk Chief SRS	

1.5 Processing of requested data • Data • Coordination with concerned units • Consolidation of inputs	Supervising SRS, Technical Staff	/
1.7 Review/ endorsement for approval of output	Chief SRS	
1.8 Approval of output (if necessary)	1.5 day Director, EPPB	
1.9 Recording/ Transmittal of output (Logbook/ EDMS)	Clerk/ Concerned Staff	
Total Number of Working Days	20 Working Days	

^{1/} Information / Data requested is to be gathered from different units/ bureaus.
 ^{2/} Request for Position papers/ presentations on energy issues

SERVICES

ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)



ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

SUMMARY OF PROCESES

External Services

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

PROCE	SS	DURATION	CLASSIFICATION
1. <u>Issuance of Geological L</u> <u>Report (ISO</u>	aboratory Test	10 working days	Highly Technical

Lighting and Appliance Testing Laboratory (LATL)

	PROCESS	DURATION	CLASSIFICATION
2.	Inspection of Generic Models / Exempted Products for Air Conditioners (ISO Certified)	5 working days	Highly Technical
3.	Inspection of Generic Models / Exempted Products for Refrigerating Appliances (ISO Certified)	5 working days	Highly Technical
4.	Inspection of Generic Models / Exempted Products for Clothes Washing Machines (ISO Certified)	5 working days	Highly Technical

5.	Inspection of Generic Models / Exempted Products for Television Sets (ISO Certified)	5 working days	Highly Technical
6.	Calibration of Electrical Instruments for External Customers (ISO Certified)	6.5 Working Days	Highly Technical
7.	Calibration of Temperature Instruments for External Customers (ISO Certified)	7 Working Days	Highly Technical
8.	Energy Performance Testing of Omnidirectional/ Non-Directional Light Sources Using Sphere Photometry (ISO Certified)	See Reference B	Highly Technical
9.	Energy Performance Testing of Omnidirectional/ Non-Directional Light Sources Using Gonio Photometry (ISO Certified)	See Reference B	Highly Technical
10.	Energy Performance Testing of Directional Light Sources Using Gonio Photometry (ISO Certified)	See Reference B	Highly Technical
11.	Energy Performance Testing of Air Conditioners (ISO Certified)	See Reference B	Highly Technical
12.	Energy Performance Testing of Refrigerating Appliances (ISO Certified)	See Reference B	Highly Technical
13.	Energy Performance Testing of Clothes Washing Machines (ISO Certified)	12.5 working days	Highly Technical
14.	Energy Performance Testing of Television Sets (ISO Certified)	5.5. working days	Highly Technical



ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

Internal Services

PROCESS	DURATION	CLASSIFICATION		
ERTLS - Geoscientific Research a	ERTLS - Geoscientific Research and Fuel Testing Laboratory Division			
15. <u>Issuance of Chemical /</u> <u>Geological Laboratory Test</u> <u>Report</u>	10 working days	Highly Technical		
ERTLS - Lighting and Appliance T	esting Laboratory			
16. <u>Calibration of Electrical</u> <u>Instruments for Internal</u> <u>Customers</u>	6 working days	Highly Technical		
17. <u>Calibration of Temperature</u> <u>Instruments for Internal</u> <u>Customers</u>	6.5 working days	Highly Technical		



GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION (GRFTLD)

PROCESSES

1. <u>Issuance of Chemical / Geological Laboratory Test Report</u> (ISO Certified)



Issuance of Chemical/Geological Laboratory Test Report

Note: This process is ISO Certified.

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance to the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizer	ı		
Who May Avail:	Academe, Researche Laboratories, Public	ers, Importe	ers, Manufacturers	, Private
CHECKLIST OF REG	UIREMENTS WHERE TO SECURE			
1. Sample for Analysis				
 Original (1) copy of Request Services 1 – External Forr 2 Photosopy (1) of Official E 	m (GRFTL-SF-1)	(Office of the ERTL	S Director
3. Photocopy (1) of Official R Laboratory Services Fee				
4. For students, (1) copy of e from School Head to Avail				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of samples and Request for Laboratory Services form (GRFTL-SF-1) 	1.1 Reviews / checks the correctness of the filled-out request form			ERTLS OD Staff / Technical Staff of the concerned Section of GRFTLD Note: > Geothermal Coal Section -
	 1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis. 1.3 Issues Request for Laboratory Services Billing 	None	4 Hours	 Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples

2.	Payment of Laboratory Services Fee	2.1 Issues the	Please		Oil and Gas Section - geothermal gas, biogas or synthesis gas
	Services ree	Official Receipt for testing fee	attached DOE Schedule of Fees and Charges CY 2023		Cashier, Treasury Division
3.	Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a) and photocopy of the Official Receipt	3.1 Consolidates filled-out forms and photocopy of the Official Receipt		4 Hours	ERTLS OD Staff
		3.2 Transmits GRFTL-SF-1 to the Office of the GRFTLD Chief SRS			ERTLS OD Staff, GRFTLD Chief SRS Staff & GRFTLD Chief SRS
		 3.3 Issues Work Order (GRFTL-SF- 3) a. Dispatches GRFTL-SF-3 to the assigned GRFTLD Section 	None		GRFTLD Chief SRS Staff & GRFTLD Chief SRS
		 3.4 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (<i>Refer to page 4 –</i> <i>Conduct of Sample</i> <i>Preparation/</i> <i>Testing/ Analysis</i>) b. Prepares Results of Analysis c. Reviews and Endorses Transmittal Letter 		8 Working Days	GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS

Pick up of Test Report and submission of ERTLS –	SRS and signature of the ERTLS Director to the Transmittal Letter 3.6 Releases Test Report	1 Working Day	
GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5b)]	a. Receives copy of Test Report acknowledged by the customer b. Consolidates filled-out forms		ERTLS OD Staff
Total Number of		10 Workir	ng Days

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Processed Fuels Section			
PNS Test for Automotive Diesel Oil	additional 3 days for every 1 - 3 sample/s in excess of 9		
(9 samples) ^b	samples		
PNS Test for B100 (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6		
	samples		
PNS Test for E100 (15 samples) ^b	additional 3 days for every 1 - 5 sample/s in excess of 15		
	samples		
PNS Test for Fuel Oil (Industrial) (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6		
	samples		
PNS Test for Gasoline (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6		
	samples		
PNS Test for Kerosene (15 samples)	additional 3 days for every 1 - 5 sample/s in excess of 15		
	samples		
Non-PNS Test for Diesel (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20		
	samples		
Non-PNS Test for Gasoline (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20		
	samples		
Other Samples e.g. Pyrolysis Oil and Biofuel from			
other feedstocks (8 samples)			
	mal-Coal Section		
Heating Value and Sulfur Analysis with Sample	additional 2 days for every 1 - 3 sample/s in excess of 8		
Preparation (8 samples per batch)	samples		
Proximate Analysis, Ultimate Analysis and Heating	additional 2 days for every 1 - 2 sample/s in excess of 3		
Value Determination with Sample Preparation (3	samples		
samples per batch)			
Proximate Analysis with Sample Preparation (3	additional 2 days for every 1 - 2 sample/s in excess of 3		
samples per batch)	samples		
Ultimate Analysis (CHNAS) with Sample	additional 2 days for every 1 - 2 sample/s in excess of 4		
Preparation (4 samples per batch)	samples		
(For batch analyses without sample preparation, testi			
Complete Ion Analysis (5 samples)	additional 5 days for every 1 - 5 sample/s in excess of 5		
	samples		
	d Gas Section		
Analysis of Crude Oil (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
Analysis of Natural Gas / Biogas (15 samples)	additional 2 days for every 1 - 4 sample/s in excess of 15		
	samples		
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample.		
	Duration of analysis will depend on the condition of the		
	samples received.		
Analysis of Stable Isotope (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
PNS Test for B100: GC Analysis (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
PNS Test for E100: GC Analysis (10 samples)	additional 3 days for every 1 - 2 sample/s in excess of 10		
	samples		
Analysis of Liquefied Petroleum Gas (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
Geo	logy Section		
Micropaleontological / Petrographic / XRD Analysis			
(3 samples)	additional 3 days for every 1 sample in excess of 3 samples		
,			

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan. b. ISO 9001:2015 certified processes

Department of Energy Energy Research and Testing Laboratory Services Geoscientific Research and Fuel Testing Laboratory Division Schedule of Fees and Charges CY 2023

thermal-Coal Section	Amount	Remark
oratory Services		
1 Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
2 Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (Cl)	550.00	
Chromium (Hexavalent)	450.00	
Copper (Cu)	400.00	
Iodine (I)	1,700.00	
Iron (Fe)	400.00	
Lead (Pb)	400.00	
Lithium (Li)	400.00	
Magnesium (Mg)	400.00	
Manganese (Mn)	400.00	
Mercury (Hg)	1,500.00	
Nickel (Ni)	400.00	
рН	350.00	
Potassium (K)	450.00	
Rubidium (Rb)	400.00	
Silica (SiO ₂)	700.00	
Silver (Ag)	400.00	
Sodium (Na)	400.00	
Specific Conductivity	250.00	
Sulfate (SO₄)	700.00	
Total Dissolved Solids	250.00	
Total Suspended Solids	450.00	
Zinc (Zn)	400.00	

d Gas Section atory Services	Amount	Rem
Oil and Gas		
Automotive LPG		
Copper Strip Corrosion	2,850.00	New
Density of LPG	2,250.00	
Gauge Vapor Pressure of LPG	4,600.00	1
Hydrogen Sulfide in LPG	1,500.00	
LP Gases and Propene Concentrates by GC	8,250.00	
Residue and Volatility	2,000.00	
Sulfur in LPG	3,850.00	
Biodiesel / CME		
Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
Succeeding Run	2,500.00	
FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
Succeeding Run	3,380.00	
Free Glycerin in Biodiesel	1,250.00	
Linolenic Acid in Biodiesel	4,320.00	
Succeeding Run	2,100.00	
Methanol in Biodiesel	3,350.00	
Succeeding Run	2,150.00	
Methyl Laurate in Biodiesel	3,750.00	
Succeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil ContainingWater and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates,		
Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sedimets	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis	T	
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	

il and Gas Section aboratory Services	Amount	Remarks
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas	0,030.00	
CO_2 and H_2S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N2, H2, Ar, O2, He, C1)	3,350.00	
Source Rock and Cuttings	0 700 00	
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
ocessed Fuels Section		
aboratory Services		
4 Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100.00	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phophorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	
Succeeding Run	4,400.00	1

rocessed Fuels Sectionaboratory Services	Amount	Remark
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, % Volume	1,100.00	
Water by Distillation, % Volume	1,000.00	
Water by Karl Fischer, % Volume - Volumetric	1,300.00	
Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
ology Section	000.00	
boratory Services		
5 Processing/Sample Preparation		
Coal - Impregnated Polished Section (Briquette)	1,700.00	
Coal - Polished Section (Whole Sample)	950.00	
Drying of Ditch Cutting Samples (per Box)	600.00	
Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
Impregnated Polished Thin Section	1,500.00	
Impregnated Polished Thin Section with Blue Dye	1,800.00	
Normal Thin Section	1,200.00	
Plain Slabbing/Plain Cutting	300.00	
Polished Thin Section (for Opaque Minerals)	1,500.00	
Polished Slab (Max Dimension 3x2x1 inches)	400.00	
Smear Slide (Calcareous Nanno Fossils)	400.00	
Staining using Alizarin Red (1-5 Sample/s)	100.00	
Washed Residue (Foraminifera)	400.00	
XRD-Extraction and Air Drying for Oriented Clay	500.00	
XRD-Glycol Treatment for Oriented Clay Sample	300.00	
XRD-Heat Treatment at 400°C for Oriented Clay	350.00	
XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
XRD-Powdering for Random Sample	250.00	New
6 Analysis		
Coal - Vitrinite Reflectance measurement	3,500.00	
Coal - Maceral Identification	4,000.00	New
Megascopic/Hand Specimen Rock Identification	500.00	
Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
Petrographic Analysis of Rock Sample	1,500.00	
X-ray Diffraction Analysis per Scan	2,000.00	
X-ray Diffraction, Interpretation	1,500.00	New

Laboratory Services	Amount	Remarks
Other Services	Amount	Remarks
Biostratigraphic Report of Well		
First 7,000 feet / 2,133 meters)	48,000.00	
(excluding Sample Preparation and Analysis)		
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	



LIGHTING AND APPLIANCE TESTING LABORATORY (LATL)

PROCESSES

- 1. Inspection of Generic Models / Exempted Products for Air Conditioners (ISO Certified)
- 2. Inspection of Generic Models / Exempted Products for Refrigerating Appliances (ISO Certified)
- 4. <u>Inspection of Generic Models / Exempted Products for Clothes Washing Machines</u> (ISO Certified)
- 5. Inspection of Generic Models / Exempted Products for Television Sets (ISO Certified)
- 6. <u>Calibration of Electrical Instruments for External Customers</u> (ISO Certified)
- 7. <u>Calibration of Temperature Instruments for External Customers</u> (ISO Certified)
- 8. <u>Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere</u> <u>Photometry</u> (ISO Certified)
- 9. <u>Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio</u> <u>Photometry</u> (ISO Certified)
- 10. <u>Energy Performance Testing of Directional Light Sources Using Gonio Photometry</u> (ISO Certified)
- 11. Energy Performance Testing of Air Conditioners (ISO Certified)
- 12. Energy Performance Testing of Refrigerating Appliances (ISO Certified)
- 13. Energy Performance Testing of Clothes Washing Machines (ISO Certified)
- 14. Energy Performance Testing of Television Sets (ISO Certified)



Inspection of Generic Models / Exempted Products for Air Conditioners

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Tran	Highly Technical Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, in	dustries, academ	ne, government insti	tutions
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Approved registra	ation to ERTLS-OSMS		o register to ERTLS https://ertls-osms.do	
2. Filled out service OSMS website	request in ERTLS-		Il out service reques website	
Processing fee: 600	00php per model (Please refer to Client Step #5)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System).	1.1. Assist client in ERTLS-OSMS registration.	N / A	N / A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing
Note: a. Client registers to ERTLS- OSMS only once; b. If the client is already registered, skip this step, and proceed to	1.2. Review and approve client registration			Chief SRS, LATL

				l
client step no.				
2;				
c. The registration				
of the client to				
ERTLS-OSMS				
is beyond LATL				
control and is				
not included in				
the normal				
processing				
time;				
d. Client may also				
bring the				
•				
inspection				
sample for				
walk-in				
application but				
will also be				
instructed to				
register and				
request service				
through				
ERTLS-OSMS				
	2.1 Receive the			
2. Request for				
inspection by	request of client			
filling-out	through ERTLS-			
service request	OSMS.			
form through	2.2 Review the			
ERTLS-OSMS.	Service Request.			
	Click "approve" if			
Note:	there are no			
a.Client must	corrections on			
upload	the Service			
photo/media of	Request. Click			
	•			Lab Task II / ODO I
inspection	"request for			Lab. Tech II / SRS I
sample/s.	correction" if	N/A	4 Hours	/ SRS II /
b.lf ERTLS-	there is a			Sr. SRS,
OSMS is not	correction on the			LATL
working (i.e.,	Service Request.			
system	ERTLS-OSMS			
malfunction,	will notify the			
server down,	client to request			
etc.), LATL will	for order of			
revert to	payment.			
manual	ERTLS-OSMS			
	will notify the			
receiving and	-			
processing of	client to request			
inspection	for order of			
request/s.	payment.			

3. Request for Order of Payment (OoP) through ERTLS- OSMS.	 3.1 Receive the request for OoP from client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring 	N / A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	System (COMS). 3.3 Approve the BS and send it to the client's email			Sr. SRS / Supv. SRS / Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES"	4.1 Received e-mail from client. Search for the BS in COMS and create the OoP	N / A		Accounting Division
to the e-mail received.	4.2 Upload OoP through ERTS- OSMS			Sr. SRS / Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to	5.1 Verify client's payment through ERTLS-OSMS.		4 Hours Note: There are cases where	Collection Officer, Treasury Division
DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	5.2 Approve the service request.	Php 600.00 per model	client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3 Wait for the inspection sample/s to be delivered in DOE-LATL-AES.	The client is responsible for logistic arrangements and fees	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6. Bring/send the inspection sample/s to DOE-LATL- AES.	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through	Corresponding fees should already have been paid in step 5.	Inspection of Air Conditioners – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Note:	ERTLS-OSMS and indicate the			

0	start of		
schedule of			
	inspection and		
inspection, t	the expected		
client may be	end date of the		
physically	service.		
	DOE-LATL-AES		
-	staff conducts		
•	inspection by		
	accomplishing		
•			
	inspection form/s		
	and takes		
	photographs of		
-	the sample/s		
	being inspected		
•	DOE-LATL-AES		
	staff compares		
	generic model to		
ERTLS-OSMS i	its base model		
b.If client opts to	by conducting		
	physical		
	inspection to the		
-	actual base		
	model brought		
	by the client.		
	If generic model		
-	is the same as		
	its base model,		
	the client will		
	sign and		
	conforme the		
i	inspection forms.		
	Note: If found		
1	not generic to		
t	the base model,		
	DOE-LATL-AES		
	staff will inform		
	the client and		
	sign and		
	conforme the		
	form.		
	If the sample is		
	requested for		
	inspection of		
	exempted		
	product, DOE-		
	LATL-AES staff		
	verifies the		
:	sample if it is		
	exempted or not.		

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	Note: If found not to be exempted, DOE- LATL-AES staff informs the client and signs and conforms the inspection form.			
7. Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	N / A	3 Working Days	Sr. SRS / Supv. SRS, LATL
	7.3. Review and sign the transmittal letter.			Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
8. The client will receive the inspection report through ERTLS-OSMS.	N / A	N / A	N / A	N / A

<i>Note:</i> Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL- AES for updates on the status of service.				
9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL- AES.	N / A	N / A	N / A	N / A
Total Number of	Days		5 Working Days	



Inspection of Generic Models / Exempted Products for Refrigerating Appliances

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Highly Technical T	Highly Technical Transaction			
Type of Transaction:	Government-2-Citiz	zen, Government	-2-Government, Gove	rnment-2-Business	
Who May Avail:	Private companies	, industries, acad	eme, government insti	tutions	
	KLIST OF		WHERE TO SEC	URE	
1. Approved regis OSMS	stration to ERTLS-	Clien	t to register to ERTLS (https://ertls-osms.do		
2. Filled out service ERTLS-OSMS		Client to	fill out service reques website	t in ERTLS-OSMS	
Processing fee: 6	00php per model (Ple	ase refer to Clien	t Step #5)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System). <i>Note:</i> Client registers to ERTLS- OSMS only once; If the client is already registered, 	 1.1. Assist client in ERTLS- OSMS registration. 1.2. Review and approve client registration 	N / A	N / A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory	

	[,
skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS- OSMS is beyond LATL control and is not included in the normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS- OSMS				
 2. Request for inspection by filling-out service request form through ERTLS- OSMS. <i>Note:</i> a.Client must upload photo/media of inspection sample/s. b.If ERTLS- OSMS is not working (i.e., system malfunction, server down, etc.), LATL 	 2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. Click "request for correction on the Service Request. ERTLS-OSMS will notify the 	N / A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

				1
will revert to	client to			
manual	request for order of			
receiving and				
processing of inspection	payment.			
request/s.				
3. Request for	3.1 Receive the			
Order of	request for			
Payment	OoP from			
(OoP)	client through			
through	ERTLS-			
ERTLS-	OSMS.			Lab. Tech II / SRS I /
OSMS.	3.2 Prepare the			SRS II /
	Billing			Sr. SRS,
	Statement	N/A		LATL
	(BS) through	IN / A		
	Collection			
	Monitoring			
	System			
	(COMS).			
	3.3 Approve the			Sr. SRS / Supv. SRS
	BS and send			/ Chief SRS,
	it to the			LATL
	client's email 4.1 Received e-			
4. Receive Billing	4.1 Received e- mail from			
Statement	client. Search			
and request	for the BS in			Accounting Division
for OoP by	COMS and			riocounting Division
replying	create the	N / A		
"YES" to the	OoP			
e-mail	4.2 Upload OoP			Sr. SRS / Supv.
received.	through			SRS,
	ERTS-OSMS			LATĹ
5. Receive the	5.1 Verify the		4 Hours	
OoP and pay	client's			
service fee/s	payment		Note: There are	Collection Officer,
to DOE	through		cases where client	Treasury Division
Treasury or	ERTLS-		is unable to pay at	
Bank. Upload	OSMS.		once after the	
the proof of	5.2 Approve the	Php 600.00	approval of OoP	
payment	service	per model	hence, duration is	
through	request.	P 01 1100001	beyond DOE	
ERTLS-			control; The	Chief SRS,
OSMS.			duration of the	LATL
			process will	
			resume once the	
			payment has been	
			made.	

				· · · · · · · · · · · · · · · · · · ·
	5.3 Wait for the inspection	The client is		
	sample/s to	responsible for	Depends on the	Lab. Tech II / SRS I
	be delivered	logistic	client	/ SRS II / Sr. SRS,
	in DOE-LATL-	arrangements and fees		LATL
	AES.			
6. Bring/send	6.1 Receive the	Corresponding	Inspection of	Lab. Tech II / SRS I
the	inspection	fees should	Refrigerating	/ SRS II / Sr. SRS,
inspection	sample once delivered to	already have	Appliances – up to	LATL
sample/s to DOE-LATL-	DOE-LATL-	been paid in step 5.	5 units per 1 working day	
AES.	AES. Process	Step J.	working day	
ALO.	the request			
Note:	through			
a.During the	ERTLS-			
schedule of	OSMS and			
inspection,	indicate the			
client may be	start of			
physically	inspection and			
available to	the expected			
sign and	end date of			
conforme the	the service. 6.2 DOE-LATL-	-		
inspection form/s. or if	AES staff			
the client is	conducts			
not physically	inspection by			
available, he	accomplishing			
may receive	inspection			
and sign the	form/s and			
inspection	takes			
form/s	photographs			
through	of the			
ERTLS-	sample/s			
OSMS	being			
b.lf client opts to conduct	inspected 6.3 DOE-LATL-			
inspection	AES staff			
outside DOE,	compares			
the client will	generic model			
bear all travel	to its base			
expenses.	model by			
	conducting			
	physical			
	inspection to			
	the actual base model			
	brought by the			
	client.			
	6.4 If generic			
	model is the			
L				

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	same as its base model, the client will sign and conforme the inspection forms.			
	 Note: If found not generic to the base model, DOE- LATL-AES staff will inform the client and sign and conforme the form. 6.5 If the sample is requested for inspection of exempted product, DOE- LATL-AES staff verifies the sample if it is exempted or not. 			
	Note: If found not to be exempted, DOE-LATL- AES staff informs the client and signs and conforms the inspection form.			
7. Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N / A	3 Working Days	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

			I	· · · · · · · · · · · · · · · · · · ·
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal			Sr. SRS / Supv. SRS, LATL
	letter 7.3. Review and sign the transmittal letter.			Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
8. The client will receive the inspection report through ERTLS- OSMS. <i>Note:</i> Monitor the request through ERTLS- OSMS or wait for the issuance / releasing of inspection report/s. The	N / A	N / A	N / A	N / A

client may also call DOE-LATL- AES for				
updates on the status of service.				
9. Fill-out the customer				
satisfaction form and download the inspection report and transmittal letter in ERTLS- OSMS then claim/retrieve the test sample/s at DOE-LATL- AES.	N / A	N / A	N / A	N / A
Total Number	of Days	I	5 Working Days	5



Inspection of Generic Models / Exempted Products for Clothes Washing Machines

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Tran	saction		
Type of Transaction:	Government-2-Citizen	n, Government-2-Gov	vernment, Govern	ment-2-Business
Who May Avail:	Private companies, in	dustries, academe, g	jovernment institu	itions
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	CURE
1. Approved regist OSMS	ration to ERTLS-		egister to ERTLS os://ertls-osms.do	
2. Filled out servic OSMS website	e request in ERTLS-	Client to fill o	ut service reques website	t in ERTLS-OSMS
Processing fee: 60	Ophp per model (Please	e refer to Client Step	#5)	
CLIENT STEPS	AGENCY ACTIONS	EES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System).	1.1 Assist client in ERTLS-OSMS registration.	N / A	N / A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance
 Note: a. Client registers to ERTLS- OSMS only once; b. If the client is already registered, skip this step, and proceed to 	1.2 Review and approve client registration			Testing Laboratory Chief SRS, LATL

11	I			,
client step no.				
2;				
c. The				
registration of				
the client to				
ERTLS-OSMS				
is beyond				
LATL control				
and is not				
included in the				
normal				
processing				
time;				
d. Client may				
also bring the				
inspection				
sample for				
walk-in				
application but				
will also be				
instructed to				
register and				
request				
service				
through				
ERTLS-OSMS	- · - · ·			
2. Request for	2.1 Receive the			
inspection by	request of client			
filling-out	through ERTLS-			
service	OSMS.			
request form	2.2 Review the			
through	Service Request.			
ERTLS-	Click "approve" if			
OSMS.	there are no			
	corrections on the			
Note:	Service Request. Click "request for			
a. Client must	correction" if there			Lab. Tech II /
upload		N / A	4 Hours	SRS I / SRS II /
photo/media of	the Service	IN / A	4 10015	Sr. SRS,
inspection sample/s.	Request. ERTLS-			LATL
b.lf ERTLS-	OSMS will notify			
OSMS is not	the client to			
working (i.e.,	request for order			
system	of payment.			
malfunction,				
server down,				
etc.), LATL will				
revert to				
manual				
receiving and				
	1		1	1

	processing of inspection request/s.				
3	Request for Order of Payment (OoP) through ERTLS- OSMS.	 3.1 Receive the request for OoP from client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3 Approve the BS and send it to the client's email 	N / A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
4	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	 4.1 Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP through ERTS- OSMS 	N / A		Accounting Division Sr. SRS / Supv. SRS, LATL
5	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS- OSMS.	5.1 Verify client's payment through ERTLS-OSMS.5.2 Approve the service request.	Php 600.00 per model	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process	Collection Officer, Treasury Division Chief SRS, LATL
		5.3 Wait for the inspection sample/s to be	The client is responsible for logistic	will resume once the payment has been made. Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

	delivered in DOE-	arrangements and fees		
 6 Bring/send the inspection sample/s to DOE-LATL-AES. Note: a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct 	 LATL-AES. 6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and indicate the start of inspection and the expected end date of the service. 6.2 DOE-LATL-AES staff conducts inspection by accomplishing 	arrangements and fees Corresponding fees should already have been paid in step 5.	Inspection of Clothes Washing Machines – up to 5 units per 1 working day	Lab. Tech II/ SRS I / SRS II / Sr. SRS, LATL
inspection outside DOE, the client will bear all travel expenses.	 inspection to the actual base model brought by the client. 6.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms. Note: If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form. 6.5 If the sample is requested for 			

	inspection of exempted product, DOE- LATL-AES staff verifies the sample if it is exempted or not. Note: If found not to be exempted, DOE-LATL-AES staff informs the			
	client and signs and conforms the inspection form.			
7 Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter			Sr. SRS / Supv. SRS, LATL
	7.3. Review and sign the transmittal letter.	N / A	3 Working Days	Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

8. The client will receive the inspection report through ERTLS- OSMS. Note: Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE- LATL-AES for updates on the status of	N / A	N / A	N / A	N / A
service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL- AES.	N / A	N / A	N / A	N / A
Total Number of	of Days	5	Working Days	



Inspection of Generic Models / Exempted Products for Television Set

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, C	Government-2-G	overnment, Gov	ernment-2-Business
Who May Avail:	Private companies, indu	stries, academe,	government ins	titutions
CHECKLIST OF REC	QUIREMENTS	WHERE TO SE	ECURE	
1. Approved registrat	ion to ERTLS-OSMS		er to ERTLS-OS ms.doe.gov.ph/)	
2. Filled out service r website	equest in ERTLS-OSMS			in ERTLS-OSMS
Processing fee: 600	php per model (Please re	fer to Client Step	#5)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System).	 1.1. Assist client in ERTLS-OSMS registration. 1.2. Review and approve client registration 	N / A	N/A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory
 a. Client registers to ERTLS- OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; 				Chief SRS, LATL

 c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS 2. Request for 	2.1 Receive the			
 Request for inspection by filling-out service request form through ERTLS-OSMS. Note: Client must upload photo/media of inspection sample/s. If ERTLS- OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of inspection request/s. 	request of client through ERTLS- OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS- OSMS will notify the client to request for order of payment.	N / A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	3.1 Receive the request for OoP from	N / A		Lab. Tech II / SRS I / SRS II /

3. Request for Order of Payment (OoP) through ERTLS-OSMS.	client through ERTLS- OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3 Approve the BS and send it to the client's email			Sr. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
 Receive Billing Statement and request for OoP by replying "YES" to the e- mail received. 	4.1 Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP through ERTS-OSMS	N/A		Accounting Division Sr. SRS / Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury	5.1 Verify client's payment through ERTLS-OSMS.	Php 600.00 per model	4 Hours Note: There are cases	Collection Officer, Treasury Division
or Bank. Upload the proof of payment through ERTLS-OSMS.	5.2 Approve the service request.		where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3 Wait for the inspection sample/s to be delivered in DOE- LATL-AES.	The client is responsible for logistic arrangements and fees	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6. Bring/send the inspection sample/s to DOE-LATL- AES. Note:	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and	Correspondin g fees should already have been paid in step 5.	Inspection of Television Sets – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	indicate the start of inspection and the			

			1	
a. Durii		expected end date		
sche	edule of	of the service.		
inspe	ection,	6.2 DOE-LATL-		
•	nt may be			
	-	AES staff conducts		
	sically	inspection by		
	lable to	accomplishing		
sign	and	inspection form/s		
conf	orme the	and takes		
	ection			
•	n/s. or if	photographs of the		
		sample/s being		
	client is	inspected		
	physically	6.3 DOE-LATL-		
avail	lable, he	AES staff		
may	receive	compares generic		
•	sign the			
	-	model to its base		
	ection	model by		
	n/s through	conducting		
ERT		physical inspection		
OSM	ЛS	to the actual base		
b. If clie	ent opts to	model brought by		
conc		0,		
	ection	the client.	-	
		6.4 If generic		
	ide DOE,	model is the same		
	client will	as its base model,		
bear	r all travel	the client will sign		
expe	enses.	and conforme the		
-				
		inspection forms.		
		Note: If found not		
		generic to the base		
		model, DOE-LATL-		
		AES staff will		
		inform the client		
		and sign and		
	_	conforme the form.		
		6.5 If the sample is		
		requested for		
		inspection of		
		exempted product,		
		DOE-LATL-AES		
		staff verifies the		
		sample if it is		
		exempted or not.		
		·		
		Note: If found not to		
		be exempted,		
		DOE-LATL-AES		
		staff informs the		
		client and signs		
		and conforms the		
		inspection form.		
				1

7. Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	N/A	3 Working Days	Sr. SRS / Supv. SRS, LATL
	7.3. Review and sign the transmittal letter.			Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

8. The client will receive the inspection report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE- LATL-AES for updates on the	N / A	N / A	N / A	N / A
status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS- OSMS then claim/retrieve the test sample/s at DOE-LATL- AES.	N / A	N / A	N/A	N / A
Total Number of Day	'S	5 Wo	orking Days	



Calibration of Electrical Instruments for External Customers

Note: This process is ISO Certified.

Calibration work is conducted to accommodate external customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), and Resistance (up to $10G\Omega$).

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Trar	nsaction		
Type of Transaction:	Government-2-Citize Business	n, Governme	nt-2-Government,	Government-2-
Who May Avail:	Private companies, ir	ndustries, aca	ademe, governmer	nt institutions
CHECKLIST OF REQUIR	EMENTS	WHERE TO	SECURE	
1. Approved registration	to ERTLS-OSMS		ister to ERTLS-OS -osms.doe.gov.ph/	
2. Filled out service requ OSMS website		Client to fill website	out service reques	t in ERTLS-OSMS
Processing fee applies (F	Please refer to the tab	le of Test San	nples and Fees)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; 	 1.1. Assist client in registration to ERTLS- OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE- LATL-CIC will not process the service request and 	N/A	N/A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

C. The	decline from		
registration of	calibrating the		
the client to	equipment.		
ERTLS-OSMS			
is beyond			
LATL control	1.2. Review and		
and is not	approve the		
included in the	client		
normal	registration		
processing	-		
time;			
d. Client may prefer to call			
beforehand to			
check if LATL			
can calibrate			
their			
equipment.			Chief SRS,
Client may			LATL
also bring			
their			
equipment for			
walk-in			
application but			
will also be			
instructed to			
register and			
request			
service			
through			
ERTLS-OSMS			
2. Request calibration	2.1 Receive the		Lab. Tech II /
services by filling	request of the		SRS I / SRS II /
out service request	client through ERTLS-OSMS		Sr. SRS / Supv.
form through ERTLS-OSMS			SRS, LATL
	2.2 Review the		
Note:	service		
a. Upload photos	request. Click		
or videos of	"Approve" if		
equipment to	there are no	4 Hours	
be calibrated.	corrections on		SRS I / SRS II /
b. If ERTLS-	the service		Sr. SRS / Supv.
OSMS is not	request. Click		SRS,
working (i.e.,	"Request for		LATL
system	Correction" if		
malfunction,	there are		
server down,	corrections on		
etc.), LATL will	the service		
revert to	request.		

	manual	ERTLS-OSMS			
	receiving and	will notify the			
	processing of	client to			
	calibration	request for			
	requests.	order of			
	Tequests.	payment.			
3	Request for order of	3.1. Receive the			
0.	payment (OoP)	request for			Lab. Tech II /
	through ERTLS-	OoP from			SRS I / SRS II /
	OSMS	client through			Sr. SRS / Supv.
	00110	ERTLS-			SRS,
		OSMS.			LATL
		3.2. Prepare the			
		Billing			
		Statement			Lab. Tech II /
		(BS) through			SRS I / SRS II /
		Collection			Sr. SRS / Supv.
		Monitoring			SRS,
		System			LATL
		(COMS).			
		3.3. Approve the			Sr. SRS / Supv.
		BS and send it			SRS / Chief
		to the client's			SRS,
		email.			LATL
4.	Receive Billing	4.1. Received e-			
	Statement and	mail from			
	request for OoP by	client. Search			Accounting
	replying "YES" to the	for the BS in			Division
	e-mail received.	COMS and	N/A		
		create the	-		
		4.2. Upload			Sr. SRS / Supv.
		OoP through			SRS,
F	Dessive the OsD and	ERTS-OSMS	Diagon		LATL
5.	Receive the OoP and	5.1 Verify client's	Please refer to	4 Hours	
	pay service fee/s to	payment through	the table	Note: There are	Collection
	DOE Treasury or Bank. Upload the	through ERTLS-OSMS	of Test	cases where	Officer,
	proof of payment		Samples	client is unable	Treasury Division
	through ERTLS-		and Fees)	to pay at once	
	OSMS.	5.2 Approve the		after the	
		service		approval of	
		request		OoP, hence the	
		10001		duration is	
			N/A	beyond DOE's	Chief SRS,
				control. The	LAIL
				duration of the	
				process will	
				resume once	
			N / A	control. The duration of the process will	LATL

	5.3 Wait for the equipment to arrive to LATL- CIC	Client to be responsibl e of logistic arrangem ents and	the payment has been made. Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
6. Bring/send equipment for calibration to DOE- LATL-CIC	 6.1 Receive the equipment for calibration and conduct functionality check 6.2 Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service 	fees Correspon ding fees should have been paid	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
	6.3 Conduct Calibration	already in step 5 according to the type of appliance / testing / calibration service requested	 Electrical Instruments DPM – 1.5 Working Days (5 points per parameter) DMM – 1.5 Working Days (5 points per parameter) AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) AC/DC Ammeters – 1.5 Working Days (5 	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

			 points per parameter) Ohmmeter – 1.5 Working Days (5 points per parameter) Resistors – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Working Days (5 points per parameter) 	
	6.4 Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.5 Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.6 Review and approve calibration certificate			Sr. SRS / Supv. SRS / Chief SRS, LATL
	6.7 Upload calibration certificate to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the calibration certificate is ready for download.		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. Wait for the completion of calibration services.				
Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the	N / A	N / A	N / A	N / A

issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates				
on the status of service.				
8. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL- CIC	N / A	N / A	N / A	N / A
Total Number of Days			6.5 Working Day	/s

SAMPLES	FEES
Calibration of Digital Power Meter (DPM)	Php 4,900.00
Calibration of each additional point for DPM	Php 350.00
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)
Calibration of each additional point for DMM	Php 200.00
Calibration of AC/DC Voltmeters	Php 1,950.00
Calibration of each additional point for AC/DC Voltmeters	Php 390.00
Calibration of AC/DC Ammeters	Php 2,100.00
Calibration of each additional point for AC/DC Ammeters	Php 420.00
Calibration of Ohmmeter	Php 1,950.00
Calibration of each additional point for Ohmmeter	Php 390.00
Calibration of Resistors	Php 1,350.00
Calibration of each additional point for Resistors	Php 300.00
Calibration of Clamp Meters	Php 2,050.00
Calibration of each additional point for Clamp Meter	Php 410.00

Note: Electrical calibration -5 points per parameter



Calibration of Temperature Instruments for External Customers

Note: This process is ISO Certified.

Calibration work is conducted to accommodate external customers. Services offered are calibration of Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citize Business	n, Governme	nt-2-Government	, Government-2-
Who May Avail:	Private companies, i	ndustries, aca	ademe, governme	nt institutions
CHECKLIST OF REQUIR	EMENTS	WHERE TO	SECURE	
1. Approved registration to	ERTLS-OSMS		ister to ERTLS-O -osms.doe.gov.ph	
2. Filled out service reque website	st in ERTLS-OSMS		out service reque	
Processing fee applies (F	Please refer to the tab	le of Test Sar	nples and Fees)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS- OSMS is beyond LATL control and is 	 1.1. Assist client in registration to ERTLS-OSMS Note: If a client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE-LATL-CIC will not process the service request and 	N / A	N/A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

not included in the normal processing time; d. Client may prefer to call beforehand to	decline from calibrating the equipment.		
check if LATL can calibrate their equipment. Client may also bring their equipment for walk- in application but will also be instructed to register and request service through ERTLS-OSMS	1.2. Review and approve the client registration		<i>Chief SRS,</i> LATL
2. Request calibration services by filling out service request form through ERTLS- OSMS	2.1 Receive the request of the client through ERTLS-OSMS		Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 Note: a. Upload photos or videos of equipment to be calibrated. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of calibration requests. 	2.2 Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. ERTLS-OSMS will notify the client to request for order of payment.	4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 Request for order of payment (OoP) through ERTLS- OSMS 	3.1. Receive the request for OoP from client through ERTLS- OSMS.		Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.2. Prepare the Billing Statement		Lab. Tech II / SRS I / SRS II /

	(BS) through Collection Monitoring System (COMS). 3.3. Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
 Receive Billing Statement and request for OoP by replying "YES" to the e-mail received. 	4.1. Received e- mail from client. Search for the BS in COMS and create the OoP 4.2. Upload	N / A		Accounting Division Sr. SRS / Supv.
	OoP through ERTLS-OSMS			SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through	5.1. Verify client's payment through ERTLS-OSMS	Please refer to the table of Test Samples and Fees	4 Hours Note: There are cases where client is unable to pay	Collection Officer, Treasury Division
ERTLS-OSMS.	5.2. Approve the service request	N / A	at once after the approval of OoP, hence the duration is beyond DOE's control. The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3. Wait for the equipment to arrive to LATL- CIC	Client to be responsibl e of logistic arrangem ents and fees	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
6. Bring/send equipment for	6.1. Receive the equipment for calibration and conduct	Correspon ding fees should	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS,

calibration to DOE- LATL-CIC	functionality check 6.2. Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service	have been paid already in step 5 according to the type of appliance / testing / calibration service requested		LATL
	6.3. Conduct Calibration		Temperature Instruments • PRT – 2 Working Days per 5 points • RTD – 2 Working Days per 5 points • LIG – 2 Working Days per 5 points • Thermocou ple – 2 Working Days per 5 points	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
	6.4. Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.5. Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	 6.6. Review and approve calibration certificate 6.7. Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration 		1 Working Day	Sr. SRS / Supv. SRS / Chief SRS, LATL SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	certificate is ready for download.			
 7. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service. 	N/A	N / A	N / A	N / A
8. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL- CIC	N / A	N / A	N / A	N / A
Total Number of Days			7 Worki	ng Days

SAMPLES	FEES
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00
Calibration of each additional temperature point	Php 390.00
Calibration of each additional point for Clamp Meter	Php 410.00

Note: Temperature calibration -5 points per parameter



Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Off	ice or Division:	Lighting and Applian	ce Testing Labo	ratory (LATL)	
Cla	ssification:	Highly Technical Tra	nsaction		
Тур	be of Transaction:	Government-2-Citize Government-2-Busin		2-Government,	
Wh	o May Avail:	Local manufacturers government institutio			rters, academe,
	CHECKLIST OF RE	QUIREMENTS	v	VHERE TO SECU	JRE
1.	Approved registration	to ERTLS-OSMS		gister to ERTLS-C :://ertls-osms.doe.	
2.	Filled out service requ	lest in ERTLS-	Client to fill ou	t service request website	in ERTLS-OSMS
Pro	cessing fee applies (Please refer to the tab	e of Test Sampl	es and Fees belo	w)
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and	 1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE- 	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

	 proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS- 	LATL-LOD will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s). 1.2. Review and approve the Client Registration			Chief SRS, LATL
2.	Performance Testing of Lighting Products and other Electrical Devices by	 2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the 			Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL
	submitting a Service Request by filling out the Service Request Form (SRF) through ERTLS-OSMS. Note: c. Upload photos or videos of equipment to be tested. d. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and	2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for	N/A	4 Hours	SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL

	processing of service requests.		order of payment			
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1.	Receive the request for OoP from client through ERTLS- OSMS.			Lab. Tech II / SRA/SRS I/SRS
		3.2.	Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).	N/A		II, Sr. SRS/Supv. SRS, LATL
		3.3.	Approve the BS and send it to the client's email.			Sr. SRS/Supv. SRS/Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1.	Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
		4.2	Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	5.1.	Verify payment through ERTLS-OSMS	Please refer to the table of Test Samples and Fees below)	4 Hours Note: There are cases where client is unable	Collection Officer, Treasury Division
	through ERTLS- OSMS.		Approve the service request	N/A	to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at	The client is responsible for arranging and covering	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr.

		LATL-LOD Test Facility	the costs of logistics.		SRS/Supv. SRS, LATL
6.	Bring/send test samples to DOE- LATL-LOD Test Facility Note: Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service	 6.1. Receive the Test sample(s) Note: DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s) 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
		6.3. Conduct the Test Request		 Electrical and Photometric Characteristic s of Omnidirection al/Non- Directional light sources zero ageing – 1 Working Day/ Sample Electrical and Photometric Characteristic s of Omnidirection al/Non- 	

Directional
light sources
initial reading
test with 100
hours ageing
– 5 Working
Days/Sample;
25 Calendar
Days/Batch of
20
 2,000 hours
Lumen
Maintenance
test for
fluorescent
lamps – 111
Calendar
Days/Batch of
20
Life Test for
fluorescent
lamps – 293
Calendar
Days/Batch of
20 (Note: The
duration of
the test is
based on the
rated lamp life
declared by
the client)
Endurance
Test – Supply
Switching
Test (SST) –
13-28
Calendar
Days/Batch of
10 (Note: No.
of days is
dependent on
the rated life
of the test
sample)
Endurance
Test-
Cycling Test
(TCT) – 52
Working
Days/Batch of
10
LED Lamps
Lumen
Maintenance
IVIAII ILEI IAII ILE

	6.4. Prepare and		 – 177 to 270 Calendar Days/Batch of 20 (Note: No. of days is dependent on the Rated Lamp Life) Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample 	Lab. Tech II/
	generate Test Report/s		1 Working Day	SRA/SRS I/SRS II
	6.5. Review and Approve Test Report/s, and prepares transmittal letter			Sr. SRS/Supv. SRS, LATL
	6.6. Approve and sign the transmittal letter			Chief SRS/ Director, LATL
	6.7. Upload test report and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the test report and transmittal letter are ready for download		1 Working Day and 4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 The client will receive the test report through ERTLS-OSMS. 				
Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-LOD section advice/notice for the issuance of the Test Report. The client may	N/A	N/A	N/A	N/A

also call DOE-LATL-LOD section for updates on the status of service. 8. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- LOD	N/A	N/A	N/A	N/A
Performance	e Tests	Т	otal Number of D	Days
Electrical and photometric characteristics of Omni-directional/Non-Directional light sources zero ageing		5 Working Days/Sample		
Electrical and photometric characteristics of Omni-directional/Non-Directional light sources initial rating test with 100 hours ageing		9 Calendar Days/Sample 29 Calendar Days/Batch of 20		
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20		115 Calendar Days/Batch of 20		
Life Test for Fluorescent Lamps		297 Calendar Days/Batch Note: The total number of days duration is based on the rated lamp life declared by the client.		duration is based y the client.
Endurance Test – Supply Switching Test (SST)/Batch of 10		17 to 32 Calendar Days/Batch Note: No. of days is dependent on the rated life of the test sample		
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10		56 Calendar Days/Batch		
LED lamps lumen maintenance/Batch of 20		181 to 274 Calendar Days/Batch Note: No. of days is dependent on the Rated Lamp Life		
Electrical Measurements (Devices)	Other Electrical	5 Working Days/Sample		

SAMPLES	FEES
Sphere Photometry/Lighting Products and Other Devices	Php 740.00/ sample
Electrical Measurement	Php 440.00/ Batch
Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch

Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Photometric with Ageing-	Php 10,500.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test-	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citize Government-2-Busin	•	2-Government,	
Who May Avail:	Local manufacturers, government institutio			ers, academe,
CHECKLIST OF REG	QUIREMENTS		WHERE TO SECU	JRE
1. Approved registration t	to ERTLS-OSMS		egister to ERTLS-C	
2. Filled out service reque OSMS website		Client to fill c	out service request website	in ERTLS-OSMS
Processing fee applies (P	Please refer to the tabl	e of Test Sampl	es and Fees below	/)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client	1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walk- in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE- LATL-LOD will	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in	reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s). 1.2. Review and approve the Client Registration			Chief SRS, LATL
application but will also be instructed to register and request service through ERTLS- OSMS. 2. Request for Energy	2.1. Receive the			Lab. Tech II /
Performance Testing of Lighting Products and other Electrical Devices by submitting a Service Request by filling out the Service Request Form (SRF) through ERTLS-OSMS.	request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service			SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL
Note: a. Upload photos or videos of equipment to be tested b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment	N/A	4 Hours	SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL

3. Request for order of payment (OoP) through ERTLS- OSMS	 3.4. Receive the request for OoP from client through ERTLS-OSMS. 3.5. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 	N/A		Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
	3.6. Approve the BS and send it to the client's email.			Sr. SRS/Supv. SRS/Chief SRS, LATL
 Receive Billing Statement and request for OoP by replying "YES" to the e-mail received. 	4.1. Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
	4.2. Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	5.1. Verify payment through ERTLS-OSMS	Please refer to the table of Test Samples and Fees below)	4 Hours Note: There are cases where client is unable to	Collection Officer, Treasury Division
through ERTLS- OSMS.	5.2. Approve the service request	N/A	pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3. Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL

 6. Bring/send test samples to DOE- LATL-LOD Test Facility Note: Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service. 	 6.1. Receive the Test sample(s) Note: DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s) 6.2. Process the request through 	Corresponding fees should already have	4 Hours	
	ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct Test Request	been paid in step 5 according to the type of appliance/ testing/service requested	 Electrical and Photometric Characteristics of Omnidirectional /Non- Directional light sources zero ageing – 1 Working Day/ Sample Electrical and Photometric Characteristics of Omnidirectional /Non- Directional light sources initial reading 	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL

test with 100 hours ageing – 5 Working
Days/Sample;
25 Calendar
Days/Batch of 20
• 2,000 hours
Lumen
Maintenance test for
fluorescent
lamps – 111
Calendar Days/Batch of
20
Life Test for
fluorescent lamps – 293
Calendar
Days/Batch of
20 (Note: The duration of the
test is based on
the rated lamp
life declared by the client)
Endurance Test
– Supply
Switching Test (SST) – 13-28
Calendar
Days/Batch of
10 (Note: No. of days is
dependent on
the rated life of
the test sample)
Endurance
Test-
Temperature Cycling Test
(TCT) – 52
Working
Days/Batch of 10
LED Lamps
Lumen
Maintenance – 177 to 270
Calendar
Days/Batch of
20 (Note: No. of
days is

	6.4. Prepare and generate Test Report/s		dependent on the Rated Lamp Life) Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample 1 Working Day	Lab. Tech II/ SRA/SRS I/SRS II
	 6.5. Review and Approve Test Report/s, and prepares transmittal letter 6.6. Approve and 			Sr. SRS/Supv. SRS, LATL
	sign the transmittal letter			Chief SRS/ Director, LATL
	6.7. Upload test report and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the test report and transmittal letter are ready for download		1 Working Day and 4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 7. The client will receive the test report through ERTLS-OSMS. Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD 	N/A	N/A	N/A	N/A
section for updates on the status of service.				

8. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- LOD	N/A	N/A	N/A	N/A
Performance	e Tests		Total Number of D	Days
Electrical and photometric Omnidirectional/Non-Direc zero ageing		Į	5 Working Days/Sa	mple
Electrical and photometric characteristics of Omnidirectional/Non-Directional light sources initial rating test with 100 hours ageing		9 Calendar Days/Sample 29 Calendar Days/Batch of 20		
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20		115 Calendar Days/Batch of 20		
Life Test for Fluorescent Lamps		297 Calendar Days/Batch Note: The total number of days duration is based on the rated lamp life declared by the client.		uration is based on
Endurance Test – Supply Switching Test (SST)/Batch of 10		17 to 32 Calendar Days/Batch Note: No. of days is dependent on the rated life of the test sample		
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10		56 Calendar Days/Batch		
LED lamps lumen mainten	ance/Batch of 20	181 to 274 Calendar Days/Batch Note: No. of days is dependent on the Rated Lamp Life		
Electrical Measurements (Devices)	Other Electrical	5 Working Days/Sample		

SAMPLES	FEES
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch

10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Photometric with Ageing-	Php 10,500.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



Energy Performance Testing of Directional Light Sources Using Gonio Photometry

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

0	Office or Division: Lighting and Appliance Testing Laboratory (LATL)				
С	lassification:	sification: Highly Technical Transaction			
Ţ	ype of Transaction:		Government-2-Citizen, Government-2-Government, Government-2-Business		
Who May Avail: Local manufacturers			s, appliance industry players, importers, academe, ions and other stakeholders		
	CHECKLIST OF RE	QUIREMENTS	v	VHERE TO SECUP	RE
1. Approved registration to ERTLS-OSMS			Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2.	OSMS website		t service request in website		
Ρ	rocessing fee applies (Please refer to the tab	le of Test Sampl	es and Fees below	<i>'</i>)
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1.	 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to 	 1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-LATL-LOD will 	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. For special cases of testing, client may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS- OSMS.	reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s). 1.2. Review and approve the Client Registration			Chief SRS, LATL
2. Request for Energy Performance Testing of Lighting Products and other Electrical Devices by	2.1. Receive the request of the client through ERTLS-OSMS			Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL
submitting a Service Request by filling out the Service Request Form (SRF) through ERTLS-OSMS.	2.2. Review the Service Request. Click "approve" if there are no corrections on			
Note: a. Upload photos or videos of equipment to be tested b. If ERTLS-OSMS	the Service Request. Click "request for correction" if there is a correction on	N/A	4 Hours	SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL
is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and	the Service Request. ERTLS-OSMS will notify the client to request for order of			
processing of service requests.	payment			

3.	Request for order of payment (OoP) through ERTLS- OSMS	3.2.	Receive the request for OoP from client through ERTLS- OSMS. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the	N/A		Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
			BS and send it to the client's email.			Sr. SRS/Supv. SRS/Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1.	mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
		4.2	Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS- OSMS.	5.1.	Verify payment through ERTLS-OSMS	 Gonio Photometry – Php 11,600.00/ Sample Electrical Measuremen t - Php 440.00/ Batch 	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The	Collection Officer, Treasury Division
		5.2.	Approve the service request	N/A	duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL

 6. Bring/send test samples to DOE- LATL-LOD Test Facility Note: Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service 	 6.1. Receive the Test sample(s) Note: DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s) 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
	6.3. Conduct the Test Request		 Electrical and Photometric Characteristics of Directional light sources – 1 Working Day/ Sample Electrical Measurements (Other Electrical Devices) – 1 Working Day/ Sample 	
	6.4. Prepare and generate Test Report/s		1 Working Day	Lab. Tech II/ SRA/SRS I/SRS II
	6.5. Review and Approve Test Report/s, and		1 Working Day and 4 Hours	Sr. SRS/Supv. SRS,

	prepares			LATL
	transmittal letter			
	6.6 Approve and sign the transmittal letter			Chief SRS/ Director, LATL
	6.7 Upload test report and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the test report and transmittal letter are ready for download			SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 7. The client will receive the test report through ERTLS-OSMS. Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD section for updates on the status of service. 	N/A	N/A	N/A	N/A
 Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- LOD 	N/A	N/A	N/A	N/A
Performance Tests		Total Number of Days		
Electrical and photometric characteristics of Directional light sources zero ageing		5	Working Days/Sam	nple

Electrical and photometric characteristics luminaires	5 Working Days/Sample
Electrical and photometric characteristics Roadway/Streetlights	5 Working Days/Sample
Electrical and photometric characteristics of Floodlights/ Parabolic Reflectorized Reflector (PAR) lamps	5 Working Days/Sample
Electrical Measurements (Other Electrical Devices)	5 Working Days/Sample



Energy Performance Testing of Air Conditioners

Note: This process is ISO Certified.

Office or Division:	r Division: Lighting and Appliance Testing Laboratory (LATL)					
Classification:	Highly Technical Transaction					
Type of Transaction:	Government-2-Citize Government-2-Busin	•	t-2-Government,			
Who May Avail:	Local manufacturers, government institutio			orters, academe,		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE		
1. Approved registration	to ERTLS-OSMS		egister to ERTLS			
2. Filled out service requ OSMS website			out service reques website	t in ERTLS-OSMS		
Processing fee applies (F	Please refer to Client S	Step #5)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is 	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory		

	beyond LATL	T	[]]
	control and is not				
	included in the				
	normal				
	processing time.				
	d. For special cases				
	of testing, clients				
	may prefer to call				
	beforehand to				
	check if LATL can				
	render the				
	service. Client				
	may also bring				
	the test sample				
	for walk-in				
	application but				
	will also be				
	instructed to				
	register and				
	request service				
	through ERTLS-				
	OSMS.	0.4. Densities the			
2.	Request testing	2.1. Receive the			Lab. Tech II / SRS
	service by filling-out	request of the			I / SRS II / Sr. SRS,
	service request form through ERTLS-	client through ERTLS-OSMS			LATL
	OSMS.	2.2. Review the			
		Service			
	Note:	Request. Click			
	a. Client must	"approve" if			
	upload	there are no			
	photo/media of	corrections on			
	test sample/s	the Service			
	b. If ERTLS-OSMS	Request. Click	N/A		
	is not working	"request for	IN/A		Lab. Tech II / SRS
	(i.e., system	correction" if		4 Hours	I / SRS II /
	malfunction,	there is a		4110015	Sr. SRS,
1	server down,	correction on			LATL
	etc.), LATL will	the Service			
1	revert to manual	Request.			
1	receiving and	ERTLS-OSMS			
1	processing of	will notify the			
1	service requests.	client to			
1		request for			
		order of			
3.	Request for order of	payment 3.1. Receive the			Lab. Tech II / SRS
з.	payment (OoP)	request for			I/SRS II/
1	through ERTLS-	OoP from	N/A		Sr. SRS,
				1	00,
	OSMS	client through			LATL

		ERTLS- OSMS. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS / Chief SRS, LATL
 Receive Billing Statement and request for OoP by replying "YES" to the e-mail received. 		Received e- mail from client. Search for the BS in COMS and create the OoP Upload OoP	N/A		Accounting Division
		through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS- OSMS.	5.1.	Verify payment through ERTLS-OSMS	 Testing of Air Conditioner (Full load) Php 12,400.00 Testing of Air Conditioner (Half load) Php 12,400.00 	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The	Collection Officer, Treasury Division
	5.2.	Approve the service request	N/A	duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

 6. Bring/send test samples to DOE- LATL-AES Test Facility Note: a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics. 	 6.1. Receive the Test sample(s) once delivered to DOE-LATL-AES 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct of energy performance test/s <i>Note:</i> For split type air conditioner, the client shall bring their own technician to install the unit in DOE-LATL-AES. 	Correspondin g fees should already have been paid in step 5 according to	 Testing of Air Conditioners – 1 unit per 1 working day (fixed type) Testing of Air Conditioners- 1 unit per 2 working days (variable type) 	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.4. Prepare the test report/s and transmittal letter.	testing/servic e requested	Testing of Air Conditioners – 1 unit per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6 Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	once the test report and transmittal letter are ready for download			
 The client will receive the test report through ERTLS-OSMS. 				
Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES	N/A	N/A	N/A	N/A
Performance Tests		Total Number of Days		
Air Conditioner (fixed speed)		5.5 Working Days		
Air Conditioner (variable speed)			6.5 Working Da	iys



Energy Performance Testing of Refrigerating Appliances

Note: This process is ISO Certified.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Citize Government-2-Busin		t-2-Government,		
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders				
CHECKLIST OF REC	QUIREMENTS		WHERE TO SEC	URE	
1. Approved registration to	ERTLS-OSMS		egister to ERTLS		
 Filled out service reques website 			website	t in ERTLS-OSMS	
Processing fee applies (F	Please refer to the tabl	e of Test Sam	ples and Fees bel	ow)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is beyond LATL 	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory	

	 control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS- OSMS. 				
2.	Request testing service by filling-out service request form through ERTLS- OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	 2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment 	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1. Receive the request for OoP from client through ERTLS- OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

			Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS / Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.		Received e- mail from client. Search for the BS in COMS and create the OoP Upload OoP	N/A		Accounting Division
			through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS- OSMS.	5.1.	Verify payment through ERTLS-OSMS	 Testing of Refrigerator Complete Test Php 24,000.00 Testing of Refrigerator Partial Test Php 14,200.00 Ice Making Test (Optional) Php 10,000.00 Freezing Capacity (Optional) Php 10,000.00 	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Collection Officer, Treasury Division
		5.2.	Approve the service request	N/A		Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

		covoring the		
		covering the costs of		
6 Pring/aand toot	6.1 Dessive the	logistics.		
 6. Bring/send test samples to DOE- LATL-AES Test Facility Note: a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics. 	 6.1. Receive the Test sample(s) once delivered to DOE-LATL- AES 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct of energy performance test/s 	Correspondin g fees should already have been paid in step 5 according to the type of appliance/ testing/servic	 Refrigerator storage temperature test – 1 Unit- 10 working days. Refrigerator energy consumption test – 1 unit- 18 working days. Refrigerator freezing capacity test – 1 unit- 5 working days. Refrigerator ice- making test – 1 unit- 5 working days 	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.4. Prepare the test report/s and transmittal letter.		Testing of Refrigerator– 1 working day per unit per type of test	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.	e requested	1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6. Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7. Upload test report/s and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the test report		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	and transmittal letter are ready for download				
7. The client will receive the test report through ERTLS-OSMS.					
Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A	
 Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES 	N/A	N/A	N/A	N/A	
Performance	e Tests	Total Number of Days			
Refrigerator (Energy Cons Load Processing)	umption Test and	22.5 Working Days			
Refrigerator (Storage Temperature Test)		14.5 Working Days			
Refrigerator (with Freezing	Refrigerator (with Freezing Capacity Test)		9.5 Working Days		
Refrigerator (with Ice-Making Test)		9.5 Working Days			



Energy Performance Testing of Clothes Washing Machines

Note: This process is ISO Certified.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Trai	nsaction		
Type of Transaction:	Government-2-Citize Government-2-Busin	•	t-2-Government,	
Who May Avail:	Local manufacturers, government institutio			orters, academe,
CHECKLIST OF REC	QUIREMENTS		WHERE TO SEC	URE
1. Approved registration to	ERTLS-OSMS		egister to ERTLS	
2. Filled out service reques website			website	t in ERTLS-OSMS
Processing fee applies (F				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is beyond LATL 	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory

	 control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS- OSMS. 				
2.	Request testing service by filling-out service request form through ERTLS- OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	 2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment 	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1. Receive the request for OoP from client through ERTLS- OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

			Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it			Sr. SRS / Supv.
			to the client's email.			SRS / Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1.	Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
		4.2.	Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the	5.1.	Verify payment through ERTLS-OSMS	Testing of Clothes Washing Machines - Php 21,400.00	4 Hours Note: There are cases where client is unable	Collection Officer, Treasury Division
	proof of payment through ERTLS- OSMS.		Approve the service request		to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6.	Bring/send test samples to DOE- LATL-AES Test Facility	6.1.	Receive the Test sample(s) once delivered	Correspondin g fees should already have been paid in	Testing of Clothes Washer – 4 units per 7 working days	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

Note: a. Client shall	to DOE-LATL- AES	step 5 according to the type of		
 a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics. 	 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct of energy performance 	appliance/ testing/servic e requested		
	test/s 6.4. Prepare the test report/s and transmittal letter		Testing of Clothes Washing Machines – 2 working days per unit	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6. Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7. Upload test report/s and transmittal letter to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the test report and transmittal letter are ready for download		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 The client will receive the test report through ERTLS-OSMS. 	N/A	N/A	N/A	N/A

Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.				
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES	N/A	N/A	N/A	N/A
Total Number of Days			12.5 Working D	ays



Energy Performance Testing of Television Sets

Note: This process is ISO Certified.

Office or Division:	Lighting and Applian	ce Testing Lab	oratory (LATL)	
Classification:	Highly Technical Tra	nsaction		
Type of Transaction:	Government-2-Citize Government-2-Busin	•	t-2-Government,	
Who May Avail:	Local manufacturers government institutio			orters, academe,
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
1. Approved registration	to ERTLS-OSMS		egister to ERTLS	
2. Filled out service requ OSMS website	uest in ERTLS-			t in ERTLS-OSMS
Processing fee applies (Please refer to the tab	le of Test Sam	ples and Fees bel	ow)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is beyond LATL 	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory

	 control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS- OSMS. 				
2.	Request testing service by filling-out service request form through ERTLS- OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	 2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment 	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1. Receive the request for OoP from client through ERTLS- OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

		3.3.	Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS / Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.		Received e- mail from client. Search for the BS in COMS and create the OoP Upload OoP through	N/A		Accounting Division Sr. SRS/Supv.
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the	5.1.	ERTLS-OSMS Verify payment through ERTLS-OSMS	Testing of Television Sets - Php 4,700.00	4 Hours Note: There are cases where	SRS, LATL Collection Officer, Treasury Division
	proof of payment through ERTLS- OSMS.	5.2.	Approve the service request	N/A	client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6.	Bring/send test samples to DOE- LATL-AES Test Facility	6.1.	Receive the Test sample(s) once delivered	Correspondin g fees should already have been paid in	Testing of Television Sets – 4 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

Note:	to DOE-LATI AES	according to		
a. Client shall ensure that the delivered test	6.2. Process the	the type of appliance/ testing/servic		
sample/s is working properly. b. DOE-LATL-AES	request through ERTLS-OSM and indicate	e requested		
is not liable for any damage on	the date of start of testin	g		
test sample/s during logistics.	and the expected end date of the service	ł		
	6.3. Conduct of energy performance			
	6.4. Prepare the test report/s and transmitt letter.	al	Testing of Television Sets – 1 working day per unit	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6. Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7. Upload test report/s and transmittal letter to ERTLS- OSMS. Clien will be notifie in the ERTLS OSMS once the test repor and transmitt letter are ready for download	d 5- t	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 The client will receive the test report through ERTLS-OSMS. 	N/A	N/A	N/A	N/A

the status of service. 8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES Total Number	N/A	N/A	N/A 5.5 Working Da	N/A ays
Note: Monitor the request through ERTLS- OSMS or wait for DOE- LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on				



INTERNAL SERVICES

PROCESSES

Geoscientific Research and Fuel Testing Laboratory Division

1. Issuance of Chemical / Geological Laboratory Test Report

Lighting and Appliance Testing Laboratory

- 1. Calibration of Electrical Instruments for Internal Customers
- 2. Calibration of Temperature Instruments for Internal Customers



Issuance of Chemical / Geological Laboratory Test Report

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance to the Philippine National Standard (PNS).

Office or	resources to determine compliance to the Philippine National Standard (PNS).Office orGeoscientific Research and Fuel Testing Laboratory Division					
Division:	(GRFTLD)			DIVISION		
Classification:	Highly Technical Trar	nsaction				
Type of Transaction:	Government-2-Gover	rnment				
Who May Avail:	EUMB, ERDB, LFO,	MFO, OIMB, R	REMB, VFO			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE		
 Sample for Analy Original (1) copy Laboratory Servio (GRFTL-SF-2) 		Office	e of the GRFTLD	Chief SRS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-2)	 1.1 Reviews / checks the correctness of the filled-out request form 1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis. 	None	4 Hours	Technical Staff of the concerned Section of GRFTLD Note: • Geothermal Coal Section - coal and geothermal water samples • Processed Fuels Section -petroleum and biofuel samples • Geology Section- rock samples • Oil and Gas Section - geothermal		

2. Submission of	2.1 Consolidates			gas, biogas or synthesis gas
2. Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a)	filled-out forms			GRFTLD Staff of the concerned Section
	 2.2 Issues of Work Order (GRFTL-SF- 3) a. Dispatches GRFTLSF-3 to the assigned GRFTLD Section 		4 Hours	GRFTLD Chief SRS Staff & GRFTLD Chief SRS
	 2.3 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (Refer to page 4 – Conduct of Sample Preparation / Testing / Analysis) b. Prepares Results of Analysis c. Reviews and Endorses the Transmittal Letter and Test Report to GRFTLD Chief SRS 	None	8 Working Days	GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS
	 2.4 Endorses Transmittal Letter and Test Report to ERTLS Director a. Affixes initial of supervisor of the concerned section and GRFTLD Chief SRS and signature 		1 Working Day	Spvg. SRS, GRFTLD Chief SRS and ERTLS Director

Total Nameh an of David	40 Westing Dave
of the ERTLS Director to the Transmittal Letter 3. Pick up of Test Report and submission of ERTLS – GRFTLD GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF- 5b)]	ERTLS OD S

Total Number of Days

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10 Working Days

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Processed Fuels Section

PNS Test for Automotive Diesel Oil ^b (9 samples) additional 3 days for every 1 - 3 sample/s in excess of 9 samples PNS Test for B100 (6 samples) ^b additional 3 days for every 1 - 2 sample/s in excess of 6 samples PNS Test for E100 (15 samples) ^b additional 3 days for every 1 - 2 sample/s in excess of 6 samples PNS Test for Industrial Fuel Oil (6 samples) ^b additional 3 days for every 1 - 2 sample/s in excess of 6 samples PNS Test for Gasoline (6 samples) ^b additional 3 days for every 1 - 2 sample/s in excess of 6 samples Non-PNS Test for Diesel (20 samples) ^b additional 4 days for every 1 - 4 sample/s in excess of 20 samples Non-PNS Test for Gasoline (20 samples) ^b additional 4 days for every 1 - 4 sample/s in excess of 20 samples Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples) additional 2 days for every 1 - 4 sample/s in excess of 20 samples Geothermal-Coal Section additional 2 days for every 1 - 3 sample/s in excess of 3 samples Proximate Analysis, Ultimate Analysis with Sample Preparation (8 samples per batch) additional 2 days for every 1 - 2 sample/s in excess of 3 samples Proximate Analysis (CHNAS) with Sample Preparation (4 samples per batch) additional 2 days for every 1 - 2 sample/s in excess of 4 samples (For batch analyses without sample preparation, (3 samples per batch) additional 2 days for every 1 - 2 sample/s in excess of 5 samples (For batch analyse	Pro	Processed Fuels Section				
PNS Test for B100 (6 samples)badditional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for E100 (15 samples)badditional 3 days for every 1 - 5 sample/s in excess of 15 samplesPNS Test for Industrial Fuel Oil (6 samples)badditional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Gasoline (6 samples)badditional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Gasoline (20 samples)badditional 3 days for every 1 - 2 sample/s in excess of 15 samplesNon-PNS Test for Gasoline (20 samples)badditional 4 days for every 1 - 4 sample/s in excess of 20 samplesNon-PNS Test for Gasoline (20 samples)badditional 4 days for every 1 - 4 sample/s in excess of 20 samplesOther Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)additional 2 days for every 1 - 4 sample/s in excess of 20 samplesGeothermal-Coal Sectionadditional 2 days for every 1 - 3 sample/s in excess of 8 samplesProximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (3 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 3 samplesProximate Analysis with Sample Preparation (3 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samplesUltimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samples(For batch analyses (CHNAS) with Sample Preparation, (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samples(For batch analyses (5 samples)additional 5 days for every 1 - 5 sample/s in excess of 5 samples	PNS Test for Automotive Diesel Oil ^b	additional 3 days for every 1 - 3 sample/s in excess of 9 samples				
PNS Test for E100 (15 samples)*additional 3 days for every 1 - 5 sample/s in excess of 15 samplesPNS Test for Industrial Fuel Oil (6 samples)*additional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Gasoline (6 samples)*additional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Gasoline (15 samples)additional 3 days for every 1 - 2 sample/s in excess of 15 samplesNon-PNS Test for Diesel (20 samples)*additional 4 days for every 1 - 4 sample/s in excess of 20 samplesNon-PNS Test for Gasoline (20 samples)*additional 4 days for every 1 - 4 sample/s in excess of 20 samplesOther Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)additional 2 days for every 1 - 4 sample/s in excess of 20 samplesGeothermal-Coal Sectionadditional 2 days for every 1 - 3 sample/s in excess of 8 samplesProximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (3 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 3 samplesProximate Analysis (CHNAS) with Sample Preparation (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samplesUltimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samples(For batch analyses without sample preparation, (For batch analyses without sample preparation, testing may be completed earlier than 10 working days)Complete Ion Analysis (5 samples)additional 5 days for every 1 - 5 sample/s in excess of 5 samplesOil and Gas Sectionadditional 2 days for every 1 - 5 sample/s in excess of 5 samples </td <td>(9 samples)</td> <td></td>	(9 samples)					
PNS Test for Industrial Fuel Oil (6 samples)badditional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Gasoline (6 samples)badditional 3 days for every 1 - 2 sample/s in excess of 6 samplesPNS Test for Kerosene (15 samples)additional 3 days for every 1 - 5 sample/s in excess of 15 samplesNon-PNS Test for Gasoline (20 samples)badditional 4 days for every 1 - 4 sample/s in excess of 20 samplesNon-PNS Test for Gasoline (20 samples)badditional 4 days for every 1 - 4 sample/s in excess of 20 samplesOther Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)additional 2 days for every 1 - 4 sample/s in excess of 20 samplesGeothermal-Coal Sectionadditional 2 days for every 1 - 3 sample/s in excess of 8 samplesHeating Value and Sulfur Analysis with Sample Preparation (8 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 3 samplesProximate Analysis (Ultimate Analysis and Heating Value Determination with Sample Preparation (3 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 3 samplesOutimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 4 samplesOribatch analysis (CHNAS) with Sample Preparation (4 samples per batch)additional 2 days for every 1 - 2 sample/s in excess of 5 samplesOribatch analysis (5 samples)additional 5 days for every 1 - 5 sample/s in excess of 5 samplesOribatch analysis of 5 samplesadditional 2 days for every 1 - 5 sample/s in excess of 5 samplesOil and Gas Sectionadditional 2 days for every 1 - 5 sample/s in excess of 5 samples <td>PNS Test for B100 (6 samples)^b</td> <td>additional 3 days for every 1 - 2 sample/s in excess of 6 samples</td>	PNS Test for B100 (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6 samples				
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Analysis of Crude Oil (5 samples) additional 2 days for every 1 sample in excess of 5 samples		additional 5 days for every 1 - 5 sample/s in excess of 5 samples				
	Oil and Gas Section					
Analysis of Natural Gas / Biogas additional 2 days for every 1 - 4 sample/s in excess of 15 samples	Analysis of Crude Oil (5 samples)	additional 2 days for every 1 sample in excess of 5 samples				
	Analysis of Natural Gas / Biogas	additional 2 days for every 1 - 4 sample/s in excess of 15 samples				

(15 samples)	
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample. Duration
	of analysis will depend on the condition of the samples received.
Analysis of Stable Isotope (5 samples)	additional 2 days for every 1 sample in excess of 5 samples
PNS Test for B100: GC Analysis (5 samples)	additional 2 days for every 1 sample in excess of 5 samples
PNS Test for E100: GC Analysis	additional 3 days for every 1 - 2 sample/s in excess of 10 samples
(10 samples)	
Analysis of Liquefied Petroleum Gas	additional 2 days for every 1 sample in excess of 5 samples
(5 samples)	
	Geology Section
Micropaleontological / Petrographic / XRD	
Analysis (3 samples)	additional 3 days for every 1 sample in excess of 3 samples
Demerila	

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
b. ISO 9001:2015 certified processes



Calibration of Electrical Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), and Resistance (up to $10G\Omega$).

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Tra	nsaction		
Type of Transaction:	Government-2-Citize Business	en, Government-2-	-Government, G	overnment-2-
Who May Avail:	Private companies, i	ndustries, acaden	ne, government i	nstitutions
CHECKLIST OF RE	QUIREMENTS	WH	IERE TO SECU	RE
1. Approved registration	to ERTLS-OSMS	(https://	ster to ERTLS-O ertls-osms.doe.	gov.ph/)
2. Filled out service requ OSMS website	est in ERTLS-	Client to fill out s	service request in website	n ERTLS-OSMS
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the 	1.1. Assist client in registration to ERTLS-OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE- LATL-CIC will not process the service request and decline from calibrating the equipment.	None	N / A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

	normal processing time; d. Client may prefer to call beforehand to check if LATL can calibrate their equipment. Client may also bring their equipment for walk-in application but will also be instructed to register and request service through ERTLS- OSMS	1.2. Review and approve the client registration			<i>Chief SRS,</i> LATL
	Request calibration services by filling out service request form through ERTLS- OSMS Note: a. Upload photos or videos of equipment to be	 2.1 Receive the request of the client through ERTLS-OSMS 2.2 Review the service request. Click "Approve" if there are no 			Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	calibrated. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and	corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	processing of calibration requests.	2.3 Approve the service request			Chief SRS, LATL
		2.4 Wait for the equipment to arrive to LATL- CIC	Client to be responsible of logistic arrangements and fees	Depending on the customer	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
3.	Bring/send equipment for calibration to DOE- LATL-CIC	3.1 Receive the equipment for calibration and conduct functionality check	None	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

 3.2 Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service 3.3 Conduct Calibration 	Electrical Instruments • DPM – 1.5 Working Days (5 points per parameter) • DMM – 1.5 Working Days (5 points per parameter) • AC/DC Voltmeters – 1.5	
	 Working Days (5 points per parameter) AC/DC Ammeters – 1.5 Working Days (5 points per parameter) Ohmmeter – 1.5 Working Days (5 points per parameter) Resistors – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Working Days (5 points per parameter) 	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.5 Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.6 Review and approve calibration certificate			Sr. SRS / Supv. SRS / Chief SRS, LATL
	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 4. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service 	N / A	N / A	N / A	N / A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL- CIC	N / A	N / A	N / A	N / A
Total Number of Days			6 Working	j Days



Calibration of Temperature Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citize Business	en, Government-2-	Government, G	overnment-2-
Who May Avail:	Private companies, in	ndustries, academ	ne, government i	nstitutions
CHECKLIST OF RE	QUIREMENTS	WF	IERE TO SECU	RE
1. Approved registration to	ERTLS-OSMS		ster to ERTLS-O ertls-osms.doe.	
2. Filled out service reque website	st in ERTLS-OSMS	Client to fill out s	ervice request in website	n ERTLS-OSMS
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Register to ERTLS- OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: Client registers to ERTLS-OSMS only once; If the client is already registered, skip this step, and proceed to client step no. 2; The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the 	1.1. Assist client in registration to ERTLS-OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE- LATL-CIC will not process the service request and decline from calibrating the equipment.	None	N / A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

normal processing time; d. Client may prefer to call beforehand to check if LATL can calibrate their equipment. Client may also bring their equipment for walk-in application but will also be instructed to register and request service through ERTLS- OSMS	1.2. Review and approve the client registration			Chief SRS, LATL
2. Request calibration services by filling out service request form through ERTLS- OSMS	2.1 Receive the request of the client through ERTLS-OSMS			Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
 Note: a. Upload photos or videos of equipment to be calibrated. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and 	2.2 Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
processing of calibration requests.	2.3 Approve the service request			Chief SRS, LATL
	2.4 Wait for the equipment to arrive to LATL- CIC	Client to be responsible of logistic arrangements and fees	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
 Bring/send equipment for calibration to DOE- LATL-CIC 	3.1 Receive the equipment for calibration and conduct		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS,

	I		/ A T /
functionality check			LATL
3.2. Process the			
request			
through			
ERTLS-OSMS			
and indicate			
date of start of			
calibration and			
the expected			
end date of			
the service	-	-	
3.3 Conduct		Temperature	
Calibration		• PRT – 2	
		• PRT – 2 Working	
		Days per 5	
		points	
		• RTD – 2	Lob Took !! /
		Working	Lab. Tech II / SRS I / SRS II
		Days per 5	/ Sr. SRS,
		points • LIG – 2	Supv. SRS,
		Working	LATL
		Days per 5	
		points	
		 Thermocoupl 	
		e – 2	
		Working Days per 5	
		points	
3.4 Compute for		1 Working	SRS I / SRS II
measurement		Day and 4	/ Sr. SRS /
uncertainty		hours	Supv. SRS,
		neard	LATL
3.5 Prepare			SRS I / SRS II
calibration certificate		1 Working	/ Sr. SRS /
centincate		Day	Supv. SRS, LATL
3.6 Review and			Sr. SRS /
approve			Supv. SRS /
calibration			Chief SRS,
certificate			LATL
3.7 Upload			
calibration		1 10/04/200	
certificate to		1 Working	
ERTLS-OSMS.		Day	SRS I / SRS II / Sr. SRS /
Client will be			Supv. SRS,
notified in the			LATL
ERTLS-OSMS			
once the			
calibration			

	certificate is ready for download.			
 4. Wait for the completion of calibration services. Note: 				
Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.	N / A	N / A	N / A	N / A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL- CIC	N / A	N / A	N/A	N / A
Total Number of Days		6.5 Wo	orking Days	-

INFORMATION TECHNOLOGY MANAGEMENT SERVICES (ITMS)



INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES (ITMS)

SUMMARY OF PROCESSES

External Services

Information Services Division (ISD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Verification of Nominated Area (NA) for</u> <u>Philippine Conventional Energy</u> <u>Contracting Program (PCECP) for Coal</u>	3 Working Days	Simple
2. Provision of Cartographic Services	3 Working Days	Simple
3. <u>Checking of Completeness and</u> <u>Verification of Area / Site of Interest</u> (AOI/SOI) for Energy Resource Service <u>Contract (SEOC, WESC, HSC, GSC,</u> <u>AND OESC)</u>	17 Working Days	Highly Technical
 <u>Technical Evaluation of Small-Scale Coal</u> <u>Mining (SSCMP) Application Area (Task</u> <u>1 – Checking, Verification and Issuance</u> <u>of Temporary Map and Technical</u> <u>Description</u>) 	3 Working Days	Simple
5. <u>Technical Evaluation of Small-Scale Coal</u> <u>Mining (SSCMP) Application Area (Task</u> <u>2 – Field Validation)</u>	7 Working Days	Complex

6. <u>Conduct Technical Evaluation / Approval</u> of Coal Block Boundary Survey	20 Working Days	Highly Technical

Information and Data Management Division (IDMD)

PROCESSES	DURATION	CLASSIFICATION
7. <u>Provision of Energy Data & Information</u> <u>thru the Energy Data Center (Service</u> <u>Contractors/Investors/Researchers)</u>	7 Working Days	Complex
8. <u>Provision of Energy Data and Information</u> thru the DOE Library	4 Hours	Simple



INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES (ITMS)

Internal Services

Information and Data Management Division (IDMD)

PROCESSES	DURATION	CLASSIFICATION
9. <u>Provision of Energy Data & Information thru the</u> DOE Library (DOE Employees)	4 Hours	Simple
10. <u>Provision of Energy Data & Information thru the</u> Energy Data Center (DOE Employees)	4 Hours	Simple

Information Technology Division (ITD)

PROCESSES	DURATION	CLASSIFICATION
11. Provision of ICT-related Support Services	3 Working Days	Simple
12. <u>Uploading / Posting of Energy Information thru</u> the DOE Website / Portal	3 Working Days	Simple



INFORMATION SERVICES DIVISION (ISD)

PROCESSES

- 1. <u>Verification of Nominated Area (NA) for Philippine Conventional Energy Contracting</u> <u>Program (PCECP) for Coal</u>
- 2. Provision of Cartographic Services
- 3. <u>Checking of Completeness and Verification of Area / Site of Interest (AOI/SOI) for Energy</u> <u>Resource Service Contract (SEOC, WESC, HSC, GSC, AND OESC)</u>
- 4. <u>Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 1 Checking, Verification and Issuance of Temporary Map and Technical Description)</u>
- 5. <u>Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 2 Field Validation)</u>
- 6. <u>Conduct Technical Evaluation / Approval of Coal Block Boundary Survey</u>



Verification of Nominated Area (NA) for Philippine Conventional Energy Contracting Program (PCECP) for Coal

The Geomatics Section administers and performs the verification of the geographic location of Nominated areas for petroleum to ensure availability and avoid overlap with existing energy contracts or permits of the same resource.

Office or Division		Information Services Division (ISD)			
Classification		Simple Transaction			
Type of Transaction		Government-2-Government			
Who may avail		Interested ind	ividual		
CHECKLIST O	F REQUIREM	ENTS		WHERE TO SE	CURE
1. Technical Description Area (NA) in PRS 92		Nominated		To be provided b	by Client
 Survey/Location pla prepared, signed an engineer 				To be provided b	oy Client
3. Fill Out Customer Fe	edback Form	(CFF)		ISD Person	nel
CLIENT STEPS	AGENCY	ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to ERDB	Resources D Division (PRI ERDB-REC r the processir endorses the to ITMS Offic Director (OD) 1.2. ITMS	Resources Development Division (PRDD) thru ERDB-REC requests for the processing of NA and endorses the documents to ITMS Office of the Director (OD) 1.2. ITMS-OD receives the request and endorses		2 hours	ITMS- Director
	application of Nominated A	rea (NA)	None		AA III/ISD Personnel
	endorse requi completeness documents.	s of submitted			Chief / Supervisor, ISD
2. Submit the needed documents	2.1. ISD n PRDD/CNME submitted do client are inco	cuments of		Processing time of the verification will	ISD Personnel

		be placed on- hold	
	 2.2. If complete, plot the nominated area and check for overlap with other energy resource contracts / applications and projects 2.3. Prepare Area Clearance of the NA (consisting of Verification report, Map of the Nominated Area, Certification that the NA is free and Letter for the proponent to be signed by Supervising Undersecretary) 	2.5 days	SR SRS / ITO I / SRS II
	2.4. Check and review Area Clearance		Chief / Supervisor, ISD
	2.5. Approve Area Clearance for the NA		ITMS- Director
	2.6. Release / endorse Area Clearance of NA to ERDB-REC	2 hours	AA III / ISD Personnel
3. Submit the CFF	3.1. Receive and verify CFF		AA III / ISD Personnel
тот	AL	3 Working days	i i i i i i i i i i i i i i i i i i i



Provision of Cartographic Services

Printing of energy service contract maps (Petroleum, Coal, Power Plant, Solar, Wind, Hydropower, Geothermal & Biomass) and other customized maps can be acquired in printed and/or digital format.

Office or Division		Information Services Division (ISD)			
Classification		Simple Transaction			1
Type of Transaction		(Government-2-0	Citizen/Governme	ent-2-Business
Who may avail			Int	terested Individua	l
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	URE
1. E-mail/Letter of Reque thru phone (Off-Site C			T	o be provided by	Client
2. Fill out Request Form	(Walk-In Clients)			ISD Personne	I
3. Area of Interest file (.s applicable.	hp in PRS '92) if		T	o be provided by	Client
 Accomplish Terms of I (for e-copy of map) an Feedback Form (CFF) 	d Fill Out Customer			ISD Personne	I
5. Proof of Payment			Treasury I	Division/DOE Acc	redited Banks
CLIENT STEPS	AGENCY ACTION	NS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.1.Receive, evaluate and endorse the request.		Large Format Size		Chief/Supervisor
2. Validate and confirm the request	2.1.Issuance Orde of Payment	er	Map: 36x24" (Brightwhite		Admin. Asst. III (AA III)/ISD Personnel
3. Pay the required fee	3.1.Wait for the Pro of Payment (Of Site)		Paper) – 1,150.00 (Photo paper) –	3 Working days	Treasury Division or any DOE Accredited Bank
	3.2.Issue the Offici Receipt (Walk-		1,800.00 36x48"		Treasury Division
 Provide copy of OR /proof of payment 	4.1.Process the request		(Brightwhite paper) – 1,800.00 (Photo		Cartographer III/ Cartographer IV/ Cartographer V
	4.2.Check the generated/print map	ted	paper) – 2,800.00		ITO I/ISD Supervisor

TOTAL			3 Working days	S
5. Accomplish/Send the CFF	5.1.Accept and verify the CFF	125.00/sheet		ISD Personnel
	4.3.Release/send the map to client	A4 size paper –		AA III/ ISD Personnel



Checking of Completeness and Verification of Area / Site of Interest (AOI/SOI) for Energy Resource Service Contract (SEOC, WESC, HSC, GSC, AND OESC)

The Geomatics Section administers and performs the verification of the geographic location of Area/Site of Interest (AOI/SOI) for energy resource service contract to ensure availability and avoid

overlap with existing energy contracts or permits of the same resource.

Office or Division	Information Services	s Division (ISD)	
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Citize	en/Government-2-Business	
Who may avail	Interested individual		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
relation to ma features using N map or any ava basemap at least equivalent PR coordinates of all the project area	E PROJECTS map* of the project its boundaries in ajor environmental AMRIA topographic ilable administrative 1:50,000 scale with S'92 geographic boundary corners of or powerhouse and ns with elevations	Client Client's Geodetic Engineer Professional Regulations Commission	
	PRC Card & Receipt of the er (Validity should map preparation)	DENR	
3. Excel file (se containing the l	e TD_FORM.xls*) PRS'92 geographic	NAMRIA	

coordinates of all boundary corners (except Hydro Application).	
	Notes:
	Project Area/Site - an RE project area/site subject to Area Verification.
	Location/Sketch map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.
	TD_Form.xls* - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.
	Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.
	Reminder : The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.
	* - Downloadable through this link – For updating
	https://www.evoss.ph/Home/Documents?categoryNam e=Downloadable%20Forms
	Sample Map 1 – Blocking
	Sample Map 2 - Non-Blocking

		 Sample Map 3 - Hydro Power Project TD_FORM.xls 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the needed requirements thru EVOSS	 Check for Completeness (Task 1) Evaluate the request and check the completeness of the submitted documents/mapping requirements. 	3 working days	ISD Supervisor/ ISD Technical Personnel	
2. Receive notification	2. Notify client for compliance or non-compliance. 2. If Complete - Area Verification (Task 2)	ISD Technical Personnel		
	1. Process AOI/SOI and check against existing resource contract and application areas, and on other energy resource contracts / applications.		14 working days per area/project as	SR SRS / ITO I / SRS II
	2. Prepare map and verification report		per EVOSS	SR SRS / ITO I / SRS II
	 Check and review verification report and map Approve 			Supervisor, ISD
	verification report and map		-	Chief, ISD
3. Receive notification	 Notify client for compliance or non-compliance. 		Processing of AOI will be terminated	ISD Technical Personnel
TOTAL			17 Working	days

Legal Basis: RA 11234	
Solar Energy Service/Operating Contract - (SESC/SEOC)	
Wind Energy Operating Contract – (WESC)	
Hydro Service Contract – (HSC)	
Geothermal Service/Operating Contract – (GSC/GOC)	
Ocean Energy Service Contract – (OESC)	



Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 1 – Checking, Verification and Issuance of Temporary Map and Technical Description)

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts of the same resource.

Office or Division	l.	Information Services Division (ISD)			
Classification	lassification Simple				
Type of Transacti	on	Gove	rnment-2-Citizen	/Government-2-B	usiness
Who may avail		Intere	sted individual		
CHECKLIST	OF REQUIREMENT	S		WHERE TO SEC	URE
1. Location map	of the applied area			Client	
2. Lot Data Com	putation			Client	
 Certification o survey. 	f tie point used in th	ne	Department o	f Environment and (LMB or NAMR	d Natural Resources RIA)
4. Fill Out Custo (CFF)	mer Feedback Forn	n	I	SD Technical Per	sonnel
CLIENT STEPS	AGENCY ACTIONS		FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request / required	 1.1. Receive the request and endorse to ISD for assessment 1.2. Assess the completeness of the submitted documents 1.3. Notify the client if the submitted documents are incomplete. 			0.5 day	ITMS-Office of the Director
documents					Chief / ISD Supervisor
			None	Processing time of the evaluation will be placed on- hold	ISD Technical Personnel
2. Submit the needed documents	2.1. Process th request / generate map, technical description (TD) a verification report)		2 days	SR SRS / ITO I / SRS II
	2.2. Check and review map, techr description and verification report			0.5 day	Chief / Supervisor, ISD

0. Out with the	2.3. Approve map, technical description and verification report		ITMS- Director
3. Submit the CFF and receive the temporary map and TD	3.1. Release / endorse temporary map & technical description*, and verification report to client and receive/verify CFF.		AA III / ISD Personnel
	TOTAL	3 Working day	s
Legal bases: PD 972, BED Circular No. 87-03-001 * subject to field validation before issuance of official and final map & TD			



Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 2 – Field Validation)

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts of the same resource.

Office or Division Informa			mation Services Division (ISD)			
•			ex Transaction			
Type of Transaction Govern				tizen/Government	-2-Business	
Who may avail		Interest	ed individu	ual		
CHECKLIST OF RE	QUIREMENTS	5		WHERE TO S	ECURE	
1. Location map of the app	lied area			Client		
2. Technical Descriptiom				ISD Technical		
3. Validation Working Map				ISD Technical	Personnel	
4. Global Positioning Syste	m (GPS) Rece	iver		ISD Technical	Personnel	
CLIENT STEPS	AGENCY ACTIONS		FEES	PROCESSING TIME	PERSON RESPONSIBLE	
 Coordinate with ISD technical personnel for schedule 	 1.1. Schedule field validation within 14 days from issuance of temporary map & technical description 2.1 Coordinate with client and DOE field office on the schedule and logistics 2.2 Prepare travel documents/ TO and buy plane ticket (no cash advance) 2.3 Conduct field validation 			1 day	ISD Technical Personnel	
2. Make GE/ surveyor/representative available during field validation			presentative client and DOE rring field field office on the schedule			Chief / ISD Supervisor
			None	1 day	ISD Technical Personnel	
				4 days (including travel time)	ISD Technical Personnel/Geodetic Engineer	
	2.4 Process data/resu from field validation	t		1 day	ISD Technical Personnel	

3. Submit the CFF and receive the official and final map and TD	 prepare field validation report* and if cleared/ok prepare final map & TD and 2.5 Approve map and technical description 2.6 Release / endorse official and final map & technical description, and verification report to client and receive/verify 		ITMS- Director / Chief / Supervisor, ISD AA III/ISD Personnel
TOTAL	CFF.	7 Working days	5
Legal bases: PD 972, BED *if actual location of applied needs to correct and re-sub	SSCMP area is not same	e as in the submitted docu	ments, applicant



Conduct Technical Evaluation / Approval of Coal Block Boundary Survey

The Geomatics Section administers and performs the verification of the geographic location of Nominated Areas for Coal to ensure availability and avoid overlap with existing energy contracts or permits of the same resource.

Office or Division	ffice or Division Informatio			vision (ISD)		
Classification	ssification Highly Tec			hnical Transaction		
Type of Transaction	on	Governmen	t-2-Citizen/G	Government-2-Busi	ness	
Who may avail		Interested in	ndividual			
CHECKLIST	OF REQUIREM	ENTS		WHERE TO SE	CURE	
1. Survey Report/Transmittal of Survey returns				Client		
2. Geodetic Engine	eer's registration	and PTR		al Regulation Comi office where the GE profession	•	
 Certification of ti Certificate of GF registration 			•	rtment of Environm Resources (LMB or		
5. Field notes and	survey plans			Client		
6. Traverse, Settin Computation			Client			
7. Fill Out Custome	er Feedback For	rm (CFF)		ISD Person	nel	
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit request / required documents	 1.1. Receive the request and endorse to ISD for assessment 1.2. Assess the completeness of the submitted documents 			1 day	ITMS-Office of the Director	
					Chief / ISD Supervisor	
2. Submit the needed documents	2.1. Notify the submitted are incom	documents	None	Processing time of the evaluation will be placed on- hold	ISD Technical Personnel	
	plans and	urns, lot verse ons, survey technical ns (TD) and mitted		9 days	ISD Technical Personnel	

	TOTAL	20	Working day	S
CFF and receive notification	the result of the boundary survey and receive/verify CFF.			SR SRS/ITO I
3. Submit the	2.11. Release / endorse report, map and transmittal letter to ERDB 3.1. Notify the client on		0.25 day	AA III/ISD Personnel
	2.10. Approve TD, report, map and transmittal letter		0.75 day	ITMS- Director
	2.9. Endorse for approval of TD / preparation of transmittal letter		0.75 dov	Chief / ISD Supervisor
	2.8. Prepare field validation report* and if cleared/ok prepare final map & TD and		1 day	ISD Technical Personnel/Geodetic Engineer
	2.7. Process data/results from field validation;		1 day	ISD Technical Personnel
	2.6. Conduct field validation	(inc	5 days cluding travel time)	ISD Technical Personnel/Geodetic Engineer
	2.5. Prepare travel documents/TO and buy plane ticket (no cash advance)		1 day	ISD Technical Personnel
	2.4. Inform client and DOE field office of the schedule			ISD Technical Personnel
	2.3. Schedule field validation of boundary monuments		1 day	ISD Technical Personnel



INFORMATION DATA MANAGEMENT DIVISION (IDMD)

PROCESSES

- 1. <u>Provision of Energy Data & Information thru the Energy Data Center (Service</u> <u>Contractors/Investors/Researchers)</u>
- 2. <u>Provision of Energy Data and Information thru the DOE Library</u>



Provision of Energy Data & Information thru the Energy Data Center (Service Contractors / Investors / Researchers)

IDMD provides energy data and information to investors, stakeholders and researchers of the energy sector for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information Data Management Division (IDMD)				
Classification:	Comp	Complex Transaction			
Type of Transaction:		mment-2-Citize			
Who may avail:		e Contractors	/ Investors		
CHECKLIST C REQUIREMEN	TS		WHERE TO SECUR	E	
1. Letter of reques	st	Students an	d Investors. Service contractors are not	required to subm	it letter request.
2. List of data requested or Se List	earch	EDCP shall	provide Listings of available data called the EDCP database		generated from
3. Filled-out data request form		EDCP shall p	rovide computer-generated Data Reque database	est Form generate	d from the EDCP
4. Receipt of payr			Client to pay at Treasury I	Division	
5. Signed Terms a Conditions/ Transmittal		EDCP will prepare the Terms and Conditions /Transmittal.			
CLIENT STEPS		GENCY CTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request					
2. Select data from the Search List	pr Se ge fro El da	DCP shall ovide the earch List enerated om the DCP atabase.			EDCP staff
3. Fill-out Data Request Form	re ap th di (P G Cl hi	ave the quest proved by e Chief of e concerned vision PRDD, EMD, EMD, NMD) or s/her uthorized		1 Working Day	Division Chiefs of IDMD and PRDD or CNMD or GRMD

	representative depending on the type of data requested, and by the Chief of IDMD or his duly authorized representative.			
4. Pay data fees and charges	4.1. Preparation of billing or Debit Note/Order of Payment	**Students: Fees Seismic section perusal fee Well reports (specialized) Well report perusal fee General reports General report perusal fee Maps, charts and drawings Aeromagnetic maps	s are waived Php 60.00 / Seismic section Php 2,750.00 / report Php 100.00 / report Php 3,900.00 / report 60.00 / report Php 120.00 / sheet (Shotpoint location map) \$720.00/set (Application Color / Datachrome) 360.00 / set (Isogram) \$2,500.00 / set or \$100.00 /	Supervising SRS, EDCP Staff
		Aeromagnetic tapes World Bank Report Scanning Reprographic	\$18,000.00 / set Php 10.00 / sheet Php 2.00 / sheet	

	4.2. Processing of Payment		Treasury staff
5. Sign Confidentiality / Conforme	5.1. Approval of the Confidentiality /Terms and Conditions and or Transmittal	2 Working Days	Director- ITMS
	5.2. Preparation of data	4 Working Days	Supervising SRS, EDCP Staff
 6. Students to submit Study/Thesis 3 months after the research / study 			
Total	Number of Days	7 Working	Days



Provision of Energy Data & Information thru the DOE Library

IDMD provides energy data and information in the library to researchers and academe for their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:	Information Data M	Information Data Management Division			
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Citizen				
Who may avail:	Academe or Outside Clients				
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE				
1. Filled-out data requ	est form Department of Ene			ergy Library	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE			
1. Fill-out Data Request Form	1.1. Approves the request form	NONE4 HoursDivision Chief, IDMD			
	Ionn				



INTERNAL SERVICES

PROCESSES

Information and Data Management Division (IDMD)

- 1. Provision of Energy Data & Information thru the DOE Library (DOE Employees)
- 2. <u>Provision of Energy Data & Information thru the Energy Data Center (DOE Employees)</u>

Information Technology Division (ITD)

- 1. Provision of ICT-related Support Services
- 2. Uploading / Posting of Energy Information thru the DOE Website / Portal



Provision of Energy Data & Information Thru The DOE Library (DOE Employees)

IDMD provides energy data and information in the library to researchers and academe for their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:		Information Dat	a Management Division		
Classification:		Simple Transac	tion		
Type of Transaction:	:	Government-2-Government			
Who may avail:		Academe or Outside Clients			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Filled-out data requ	1. Filled-out data request form		Department of Energy Library		
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME		PERSON RESPONSIBLE	
1. Fill-out Data Request Form	1.2. Approves the request form	None4 HoursDivision ChieIDMD			
Total Number of Days 4 He			lours		



Provision of Energy Data & Information Thru The Energy Data Center (DOE Employees)

IDMD provides energy data and information to DOE employees their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:	Information Data Managemen	nt Division (ID	MD)		
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Government				
Who may avail:	DOE employees				
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	URE	
	ested or Search List				
2. Filled-out Data F	Request Form	Energy Data Center of the Philippines (EDCP)			
3. Signed Transmit	tal				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Select data from the Search List	1.1. EDCP shall provide the Search List generated from the EDCP database.			EDCP staff	
2. Fill-out Data Request Form	2.1. Have the request approved by the Chief of the concerned division or his/her authorized representative from Petroleum Resources Development Division (PRDD), Geothermal Energy Management Division (GEMD), Coal and Nuclear Mineral Resources Development Division depending on the type of data requested, and by the Chief of Information and Data Management Division (IDMD) or his duly authorized representative.	None	4 hours	Division Chiefs, IDMD and PRDD or CNMD or GEMD	
 Sign Transmittal 	3.1. Preparation of data			EDCP	
Total Num	ber of Days		4	Hours	



Provision of ICT-related Support Services

Provide ICT-related support services and solutions relative to Internet, Network and Information / Database Systems (e.g. internet/network connectivity, email, domain login passwords, software requirements and assistance, etc.) to DOE Bureaus, Field Offices, Services and Units for smooth delivery of government services.

Office or Division		Information Technology Division (ITD)			
Classification		Simple Transaction			
Type of Transaction		Government-2-Government			
Who may avail		Requesting D	OE Bureau	s, Services and Unit	S
CLIENT STEPS		AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Call ITD at local number 385 or 359 and provide personal / unit information and area of concern	1.1. ITD frontline staff receives and refers the call to the concerned section / IT staff				
Scenario 1: In case ICT Issu over the Phone	e can b	e resolved			
2. Relay the details of the problem/ issue.	se st cc de ar pr ta ta ta st to sc (N	oncerned ection / IT aff shall ollect the etails and halyze the roblem. echnical ctions shall be ken and/or structions hall be relayed the client for olutions to prrect the sue.	None	1-3 Working Days	Staff, Information Technology Division
	D th of	lote: epending on e complexity the issue a mote access			

	or site visit may
	be needed to
	diagnose and
	resolve the
	reported
	technical ICT
	problem/
	issue.)
	2.2. In case
	problem is
	resolved,
	Record call
	transactions by
	accomplishing
	Service Report
	form, close the
	reported issue
	and file the
	form.
	Else, if IT staff
	deemed it
	necessary to
	visit the client's
	office to further
	assess the
	reported
	problem,
	proceed to the
	2nd scenario.
Scenario 2: In case Site	-
3. Relay the problem and	3.1. Analyze the
assist the IT staff, if	issue and try
needed.	to resolve the
	problem on
	site.
	3.2. In case
	problem is
	resolved,
	inform client
	to carry out
	testing and let
	him/her sign
	the service
	report form.
	3.3. Else, inform
	the client of
	further actions

 Sign the Service Report Form for resolved issues/concern 	needed to address the issue or problem. Record this in the Service Report form. 4.1. Receive and file the signed Service Report form	
Total Number of Days		3 Working days



Uploading/Posting of Energy Information thru the DOE Website/ Portal

The DOE website is a virtual gateway to energy information and services provided by various DOE Bureaus, Services and Units. It offers a wide array of data, statistics, resources, and services accessible to the public.

Office or Division			ation Techno	ology Division (ITD))	
Classification			Simple Transaction			
Type of Transaction			Government-2-Government			
Who may avail			sting DOE B	ureaus, Services a		
CHECKLIST OF RI	EQUIREMENTS			WHERE TO SEC	CURE	
 Letter of request for posting (written and/or ema with proof of clearance/approval from the OSEC USEC / ASEC / Director (original copy) 			c/o Requesting Offices			
 Copy of data requested for digital or PDF format and a graphics/pictures/flash vide 	approved copy of	in		c/o Requesting C	Offices	
CLIENT STEPS	AGENCY ACTIONS		FEES	PROCESSING TIME	PERSON RESPONSIBLE	
 Submit approved Letter of request for posting to ITMS-OD. Notes: With written request, please approach a frontline staff that will receive your request / data and/or refer you to the person in charge of uploading energy 	 1.1. Acknowledge receipt of request, and forwards to the ITMS Office of the Director 1.2. Endorse the request to the concerned division (ITD) 		None		Staff, ITMS-OD	
information through the DOE website. Clients may send their requests through email <u>pfondevilla@doe.gov.ph</u> cc: <u>mroxas@doe.gov.ph</u> and proceed to Step No. 2			NUTIE	1 Working Day	ITMS, Director	
2. Provide the necessary data and information	2.1. Acknowledge of request, and		None	2 Working Days	Staff, ITMS-OD	

(see No. 2 of the above checklist of requirements)	forwards to the ITD Chief / Assistant Chief		
	2.2. Review and endorse request to technical staff		Chief / Assistant Chief / ITD
	2.3. In case data received is in analog format, convert to digital data		Staff, ITD
	2.4. Create, edit, and publish web contents		Staff, ITD
	2.5. Upload web resources (e.g. PDFs and images)		Staff, ITD
Total Number of Days		3 Working days	

FINANCIAL SERVICES (FS)



FINANCIAL SERVICES (FS)

SUMMARY OF PROCESSES

Internal Services

Accounting Division (AD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Liquidations for Special Projects / Events/ Local and</u> Foreign Travel (with or without refund)	3 Working Days	Simple
2. <u>Processing of Disbursement Vouchers Related to</u> <u>Travels of Employees (Cash Advance and</u> <u>Reimbursement)</u>	4 Working Days	Simple
3. <u>Processing of Disbursement Voucher (DV) Related to</u> <u>Utility and Communication Expenses, Janitorial</u> <u>Services, Security Services, Salaries, Suppliers/</u> <u>Contractors/ Service Providers/ Consultancy Services,</u> <u>Inter-Agency Fund Transfer and Others</u>	14 Working Days	Complex

Budget Division (BD)

PROCESSES	DURATION	CLASSIFICATION
4. <u>Processing of Request for Service (RFS) / Purchase</u> <u>Request (PR)</u>	0.05 Working Days	Simple
5. Processing of Obligation Request and Status (ORS)	0.07 Working Days	Simple



ACCOUNTING DIVISION (AD)

PROCESSES

- 1. Liquidations for Special Projects / Events/ Local and Foreign Travel (with or without refund)
- 2. <u>Processing of Disbursement Vouchers Related to Travels of Employees (Cash Advance and Reimbursement)</u>
- 3. <u>Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial</u> <u>Services, Security Services, Salaries, Suppliers/ Contractors/ Service Providers/ Consultancy Services,</u> <u>Inter-Agency Fund Transfer and Others</u>



Liquidation of Cash Advance for Special Projects/Events/Local and Foreign Travel (with or without refund)

Office or Division:	Accounting Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Governme	Government to Government		
Who may avail:	All DOE Employees			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
1. Project Expenses				
	on and Request Status (ORS) get limitation of expenses	Budget Division (BD) /Special Disbursing Officer		
 1.2 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund 		Special Disbursing Officer		
	ury issued Fidelity Bond ccountability of the designated O	Bureau of Treasury		
1.4 For cash advance expenses, detail estimated amou be paid out of th	e/revolving for field project ed listing of types and nt of expenses envisioned to e fund as well as approval of t by the Head of the Agency	Special Disbursing Officer		
 1.5 Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type od expenses authorized to be paid out of fund. 		Special Disbursing Officer		
1.6 Detailed list of e	•	Special Disbursing Officer		
1.7 Report of Disbur	sement	Special Disbursing Officer		
1.8 Official Receipts various expense	and supporting documents of sincurred	Special Disbursing Officer		
2. Local Travel Expenses				
2.1 Duly Approved 1	ravel Order	Concerned employee		
2.2 Authority to Trav	el signed by concerned USEC	Concerned employee		
authorized officia		Concerned employee		
2.4 Certificate of Tra	vel Completed	Concerned employee		



2.5	Certificate of Appearance / Attendance	Concerned employee
2.6	Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned employee /Airline/Bus/Ferry Company
2.7	Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	Concerned employee/Hotel
2.8	For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	Concerned employee
2.9	For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	Concerned employee
	For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	Concerned employee
2.11	For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
2.11.	1 Justification for use duly noted Division Chief	Concerned employee
2.11.	2 Proof of Payment or RER for each fare in excess of Php 75.00	Concerned employee
2.11.	3 Certification from local official regarding the prevailing charter rates of the place visited	Concerned employee/Local official
2.12	For field guide cost, justification for services of field guides duly noted by Division Chief	Concerned employee
2.13	For gasoline expenses incurred:	
2.13.	1 Official Receipt	Concerned employee
2.13.	2 Copy of duly accomplished Vehicle Trip Ticket	Concerned employee/GSD
2.13.	3 Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	Concerned employee/GSD
2.14	If cash advance was granted, copy of previously approved itinerary of travel	Concerned employee
2.15	Liquidation Report	
3. Fo	oreign Travel	

3.1 Duly signed Travel Authority from the Office of the President or Authorized official	Concerned employee
3.2 Actual itinerary of travel duly approved by authorized officials	Concerned employee
3.3 Certificate of Travel Completed	Concerned employee
3.4 Certificate of Appearance/Attendance	Concerned employee
3.5 Plane tickets, boarding pass	Concerned employee /Airline /Bus /Ferry Company
3.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	Concerned employee
3.7 Narrative Report	Concerned employee
3.8 If granted cash advance, copy of previously approved itinerary of travel	Concerned employee
3.9 Liquidation Report	Concerned Employee
4. Representation, Conference and Meeting Expenses	
4.1 Official Receipt, Cash Invoice/Statement of Account	Concerned Employee
4.2 List of Attendees/guest	Concerned Employee
4.3 Purpose of the expense	Concerned Employee
4.4 Authority to incur expenses duly approved by authorized official	Concerned Employee
4.4.1 Canvass documents, if applicable	Concerned Employee
4.4.2 Abstract of quotation from at least three establishments/concessionaires	Concerned Employee
4.5 Quotations from at least three (3) establishments/concessionaires	Concerned Employee
4.6 Copy of contract, if applicable	Concerned Employee
5. Reproduction Expenses:	
5.1 Official Receipt/Invoice/ Bill	Service Provider / GSD
5.2 Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	Service Provider / GSD
Purchase of spare parts, materials and supplies:	
6.1 Official Receipt/ cash invoice	Service Provider / GSD
6.2 Certificate of Emergency Purchase	Concerned Employee
6.2.1 Certification from the Agency head or his duly authorized representative as to the necessity and	Concerned Employee

justification for the emerg supplies are to be used in project or activity which o without causing detrimen	n connection with the annot be delayed			
6.3 Original Requisition slip			Concerned Empl	loyee
6.4 Approve alternative mod	le of procurement		Concerned Empl	loyee
6.5 Canvass documents			Concerned Empl	loyee
6.5.1 Abstract of quotation fr suppliers	rom at least three			
6.5.2 Quotations from at lea	st three (3) suppliers			
6.5.3 If supplier is exclusive	distributor			
6.5.3.1 Certificate of exclusiv	ve distributorship			
6.5.3.2 Certificate that no su available	itable substitutes are			
6.6 Inspection and Acceptar	nce Report (IAR)		Concerned Empl	oyee
6.7 For spare parts purchase and maintenance, report	•		Concerned Empl	loyee
7. For emergency repair a	nd maintenance:			
7.1 Official Receipt/Cash invoice		Concerned Employee		loyee
7.2 Original Invoice			Concerned Empl	loyee
7.3 Certificate of Emergency Head or authorized officia	al	Concerned Employee		-
7.4 Certification from the property officer saying that the equipment belongs to or is used by and under the responsibility of the agency concerned, that the repair is necessary, and that the damage (if any) is through fair, wear, and tear in the government service and not due to the fault or negligence of any employee			Concerned Empl	oyee
7.5 Acceptance of work don		Concerned Employee		loyee
7.6 Report of Waste Materials if the repair involved replacement of materials		Concerned Employee		
7.7 Warranty of the repair done by the contractor, if applicable, or for major repair			Concerned Empl	-
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Prepare and submit Liquidation Report of Disbursements and 		N/A		Employee Concerned

Liquidation reports with				
supporting documents				
	 1.1 Receive and process liquidation report 1.2 Review / process liquidation papers / informs the concerned employee to pay refund. If any 			Clerk / Concerned Accounting Staff Accountant III, Supervising Accountant Special Assignment Section (SAS), Accounting Division (AD)
	 1.3 If there is a refund, will prepare order of payment before paying at the cashier / submit receipt of payment to AD 1.4 if there is no refund, certify as to 	N/A	1 day	Concerned Accounting Staff/ Chief, AD/ Employee Concerned Chief, AD
	correctness and completeness of liquidation report 1.5 Book liquidation / submit the same to COA			Accountant III, Supervising Accountant
				, loosuntant
2. Disbursement of Funds			2 days	Treasury Division
Total Number of Days			3 Working Days	;



Processing of Disbursement Voucher (DV) Related to Local and Foreign Travels (Cash Advance and Reimbursement)

Office or Division:	Accounting Division (AD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Governmen	t			
Who May Avail:	All DOE Employees				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Local Travel					
1.1 Prior to Departure	•				
1.1.1 Copy of Obligation	and Request Status (ORS)	Budget Division/ Concerned Employee			
1.1.2 Authority to Travel USEC	signed by concerned	Concerned employee			
1.1.3 Approved Travel O	rder, duly numbered	Concerned employee			
1.1.4 Itinerary of Travel of	duly approved by:	Concerned employee			
1.1.4.1 The Agency Head representative, for travels	below 30 days				
1.1.4.2 The Agency Head days but not exceeding 3 r	for travels of more than 30				
	ravels exceeding 3 months				
1.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance and accounted for in the book		Accounting Division			
1.2 Upon Completion	of Travel:				
1.2.1 Duly Approved Tra	vel Order	Concerned employee			
1.2.2 Authority to Travel signed by concerned USEC		Concerned employee			
1.2.3 Actual Itinerary of Travel duly approved by authorized officials		Concerned employee			
1.2.4 Certificate of Travel Completed		Concerned employee			
1.2.5 Certificate of Appear	ance / Attendance	Concerned employee			
1.2.6 Plane / Bus / Boat Ti Terminal Fees	ckets / Boarding Passes /	Concerned employee /Airline/Bus/Ferry Company			



1.2.7 Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	Concerned employee/Hotel
1.2.8 For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	Concerned employee
1.2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	Concerned employee
1.2.10 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	Concerned employee
1.2.11 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.2.11.1 Justification for use duly noted Division Chief	Concerned employee
1.2.11.2 Proof of Payment or RER for each fare in excess of Php 75.00	Concerned employee
1.2.11.3 Certification from local official regarding the prevailing charter rates of the place visited	Concerned employee/Local official
1.2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	Concerned employee
1.2.13 For gasoline expenses incurred:	
1.2.13.1 Official Receipt	Concerned employee
1.2.13.2 Copy of duly accomplished Vehicle Trip Ticket	Concerned employee/GSD
1.2.13.3 Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	Concerned employee/GSD
1.2.14 If cash advance was granted, copy of previously approved itinerary of travel	Concerned employee
2. Foreign Travel	
2.1 Prior to Departure	

2.1.1 Copy of ORS	Budg	get Division/ Concer	ned Employee	
2.1.2 Duly signed Travel the President or Authorized	Concerned employee			
2.1.3 For clothing allowance claimed, Certification that no such expenses were claimed within the last 24 months			Concerned emp	oloyee
2.1.4 Itinerary of travel du official	lly approved by authorized		Concerned emp	oloyee
2.1.5 Certification from th concerned employee has r advance			Concerned emp	oloyee
2.1.6 Letter of Invitation		Сог	ncerned employee/	Host Country
2.2 Upon Completion	n of Travel:			
2.2.1 Duly signed Travel A the President or Authorized			Concerned emp	oloyee
2.2.2 Actual itinerary of tra authorized officials	vel duly approved by	Concerned employee		
2.2.3 Certificate of Travel Completed		Concerned employee		
2.2.4 Certificate of Appearance/Attendance			Concerned emp	oloyee
2.2.5 Plane tickets, boarding pass		Concerned	employee /Airline /	Bus /Ferry Company
2.2.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis			Concerned emp	vloyee
2.2.7 Narrative Report		Concerned employee		
2.2.8 If granted cash advance, copy of previously approved itinerary of travel			Concerned emp	oloyee
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV with approved Obligation Request and Status (ORS) and complete supporting		None		Requesting unit / Concerned Employee

documents to				
Accounting Division.				
	1.1 Receive and make			Accountant III, AD
	initial review as to			
	correctness of the amount 1.2 Endorse DV, ORS			
	and its supporting			Accounting Staff
	documents to Budget			/ Clerk,
	Division (BD)			AD
	1.3 Certify ORS as to			
	availability of			Chief,
	appropriations and fund			BD
	obligation (box B)			
	1.4 Receive DV and			Accounting Staff /
	certified ORS from BD			Clerk, AD
	1.5 Review/evaluate/			
	process DV as to the			
	completeness of its			
	required documents			
	Note:			Accountant III /
	-If incomplete, return DV			Supervising
	and ask employee	None	2 days	Accountant, AD
	concerned to comply with			AD
	the requirements			
	If complete avaluate and			
	-If complete, evaluate and process DV			
	1.6 Indicate and			
	record the DV date,			
	number, particulars and			Data Encoder III
	amount in individual index			
	of payment			
	1.7 Certify DV (Box C) of as to availability of cash,			
	completeness of			Chief, AD
	documents and if amount			AD
	claimed proper			
	1.8 Release the certified			
	DVs together with its			Accounting Staff /
	complete supporting			Clerk, AD
	documents to the			AD
	Approving Authority	N		
2. Receive DV and its supporting documents		None		Requesting unit /
from AD				Concerned Employee
				Спрюуее

	2.1 Approve DV (box D) as to approval of payment	None		Head of agency/ director / authorized representative
3. Submit approved DV and its supporting documents to AD		None		Requesting unit / Concerned Employee
	3.1 Receive submitted documents and prepare			Accounting Staff / Clerk,
	LDDAP and EMDS	None	1 day	AD
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			Chief, AD / Administrative Staff
Disbursement of Funds			1 day	Treasury Division
Total Nur	nber of Days	I	4 Working	Days



Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Suppliers/ Contractors/Service Providers/Consultancy Services, Inter-Agency Fund Transfer and Others

Office or Division:	Accounting Division (AD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Government	t			
Who May Avail:	All DOE Employees				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Documentary Requirements be required for special tra	nts for Common Governmen ansactions.	ed June 14, 2012, Revised Guidelines and t Transactions. Other documentary requirements may ob Order Employees' Salary / Payroll			
1. Utilities Expense Communication/Teleph	e (Water, Electricity, and one Expenses)				
•	nd Request Status (ORS)	Budget Division (BD)/ Concerned Employee			
1.2 Billing Statement / St	atement of Account	Concerned Employee/ General Service Division (GSD)			
2. Janitorial / Secu Provider	rity and other Service				
2.1 Copy of ORS		BD / Concerned Employee			
2.2 Duly signed and nota Certificate of Availability		GSD /AD			
2.3 Billing Statement/Sta	tement of Account	Janitorial Service Provider			
2.4 Duly Approved Daily	Time Record	Janitorial Service Provider / GSD			
2.5 Certification of Servic	e Rendered	GSD			
2.6 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors		Janitorial Service Provider / GSD			
2.7 BAC Documents		Procurement Management Division (PMD)			
2.8 Authorization for pay	ment	Concerned Employee			
3. Salaries					

3.1 First Salary	
3.1.1 Copy of ORS	BD / Concerned Employee
3.1.2 Certified true copy of duly approved appointment	Human Resources Management Division (HRMD)
3.1.3 Assignment order, if applicable	HRMD
3.1.4 Certified true copy of Oath of Office	HRMD / Concerned Employee
3.1.5 Certificate of Assumption	Concerned Employee
3.1.6 Statement of Assets, Liabilities and net Worth	Concerned Employee
3.1.7 Approved DTR	Concerned Employee
3.1.8 Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305)	Concerned Employee
3.1.9 Payroll information on New Employee	Concerned Employee
3.1.10 Philhealth number	Concerned Employee
3.1.11 Pag-ibig number	Concerned Employee
3.1.12 ATM Payroll account number	Concerned Employee
3.2 Salary of individuals hired as Job order	
3.2.1 Copy of ORS	BD / Concerned Employee
3.2.2. Contract duly signed, notarized with certificate of availability of funds	HRMD / AD
3.2.3 Accomplishment Report and Approved Daily Time Record	Concerned Employee
3.2.4 Philhealth number	Concerned Employee
4. Cash Advance Revolving Fund for Field Project Expenses, Setting Up of Special - Purpose Petty Cash/Impress Fund	
4.1 Copy of ORS	BD / SDO
4.2 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund	SDO
4.3 Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as SDO	BTR
4.4 For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency	SDO

4.5 Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type od expenses authorized to be paid out of fund.	SDO
5. Job Order for Repair and Maintenance	
5.1 Copy of ORS	BD / Concerned Employee
5.2 Duly signed Purchase Order	Concerned Employee
5.3 Pre-repair Evaluation/Inspection Report	Concerned Employee
5.4 Approved Job Order Request	Concerned Employee
5.5 BAC Resolution	PMD
5.6 Warranty Certificate, if applicable	Service Provider
6. Discretionary/ Representation/ conference/ entertainment and meeting expense	
6.1 Copy of ORS	BD / Concerned Employee
6.2 Official Receipt, Cash Invoice/Statement of Account	Concerned Employee
6.3 List of Attendees/guest	Concerned Employee
6.4 Purpose of the expense	Concerned Employee
6.5 Authority to incur expenses duly approved by authorized official	Concerned Employee
6.6 Approve alternative mode of procurement, if applicable	Concerned Employee
6.7 Certificate of expense by the official concerned (for discretionary)	Concerned Employee
7. Gasoline/ Fuel/ Oil/ Lubricants	
7.1 Copy of ORS	BD / Concerned Employee
7.2 Billing Statement/ Statement of Account	Concerned Employee
7.3 Vehicle Trip Ticket	Concerned Employee
7.4 Requisition & Issue Slip	Concerned Employee
7.5 Consultancy Service, if applicable	Concerned Employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV with approved Obligation Request and Status (ORS) and complete supporting documents to Accounting Division.		None		Requesting unit / Concerned Employee
	1.1 Receive and make initial review as to correctness of the amount			Accountant III, AD
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)			Accounting Staff / Clerk, AD
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			Chief, BD
	1.4 Receive DV and certified ORS from BD			Accounting Staff / Clerk, AD
	 1.7 Review/evaluate/ process DV as to the completeness of its required documents Note: -If incomplete, return DV and ask employee concerned to comply with the requirements 	None	7 days	Accountant III / Supervising Accountant, AD
	-If complete, evaluate and process DV 1.8 Compute for			Accountant III
	applicable taxes, if any 1.9 Prepare Certificate of Taxes Withheld (BIR Form 2306/2307), if applicable			Accountant III
	1.10 Indicate and record the DV date,			Data Encoder III

	number, particulars and amount in individual index of payment 1.9 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper 1.10 Release the certified DVs together with its complete supporting documents to the Approving Authority			Chief, AD Accounting Staff / Clerk, AD
2. Receive DV and its supporting documents from AD		None		Requesting unit / Concerned Employee
	2.1 Approve DV (box D) as to approval of payment	None	(not included in the total no. of days)	Head of agency/ director / authorized representative
3. Submit approved DV and its supporting documents to AD		None		Requesting unit / Concerned Employee
	3.1 Receive submitted documents and check if the creditors/payees have a current or savings account (CA/SA) with authorized MDS-GSB.			
	-If with existing account, prepare EMDS			
	-If none, issue a Letter of Introduction (LOI) for the opening of account and prepare LDDAP when accomplished.	None		
	-Once, creditors are included in the LDDAP, request for a provisional receipt, subject to replacement of OR		7 days	Administrative Aide VI / Clerk, AD

	immediately after actual receipt of payment	
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer	Chief, AD / Administrative Staff
Disbursement of Funds		Treasury Division
Total Number of Days		14 working days



BUDGET DIVISION (BD)

PROCESSES

- 1. Processing of Request for Service (RFS) / Purchase Request (PR)
- 2. Processing of Obligation Request and Status (ORS)



Request for Services (RFS) / Purchase Request (PR)

Off	ice or Division:	Budget Division (BD)			
Cla	ssification:	Simple Transaction			
Ту	pe of Transaction:	Government-2-Govern	nment		
Wh	o May Avail:	All DOE Employees			
	CHECKLIST OF RE			WHERE TO S	ECURE
1.	Approved Activity			Concerned Er	nployee
2.	Department of Budget (DBM) approved Capi			Budget Div	vision
3.	Quotations			Concerned Er	nployee
4.	Distribution List (if app	blicable)		Concerned Er	nployee
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Prepare Request for Services / Purchase Request based on programmed activities and or approved appropriations				Requesting Employee
2.	Submit approved and numbered RFS/PR together with its supporting documents				Requesting Employee
		1.1 Receive RFS/PR and review as to completeness of documents	None	5 minutes upon receipt of documents	Staff Budget Division
		1.2 Evaluate / Process RFS/PR as to completeness and correctness of documents and check if the programmed activities of the unit is approved and or DBM approved CO		5 minutes	Budget Officer

and with available allotment			
1.3 Review RFS/PR as to correctness of supporting documents and evaluate cost estimates based on quotation submitted and or fair market study		8 minutes	Supervising Budget Officer
1.4 Approve funding allocation for RFS/PR		5 minutes	Chief, BD
1.5 Record to outgoing logbook the signed RFS/PR route and receive by the requesting party		2 minutes	Staff Budget Division
Total Number of Days		0.05 Work (2	ing Day 5 Minutes)



Obligation Request and Status (ORS)

Office or Division:	Budget Division (BD)					
Classification:	Simple Transaction					
Type of Transaction:	Government-2-Government					
Who May Avail:	All DOE Employees					
CHECKLIST OF F	REQUIREMENTS		WHERE TO	SECURE		
 Approved Travel Order Approved Itinerary Approved Training Order Approved Training Order Receipts of Transportate Travel Approved Contract / Put Appointment, etc. Statement of Account / Attendance Sheet Payroll Authorization for payment 	er ion Expenses Related to rchase Order, Billings	Provided by the Employee				e Employee
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD 				Requesting Employee		
	1.1 Receive ORS and record to incoming logbook for ORS	None	5 minutes upon receipt of documents	Staff Budget Division		
	1.2 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures		5 minutes	Budget Officer		

	1.3 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		3 minutes	Budget Officer
	1.4 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS) / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO)	None	3 minutes	Budget Officer
	1.5 Review as to correctness, completeness, and availability of funds		3 minutes	Supervising Budget Officer
	1.6 Encode ORS to Payment Monitoring System		5 minutes	Budget Officer
	1.7 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		5 minutes	Chief, BD
	1.8 Record ORS to outgoing logbook and transmit to Accounting Division		5 minutes	Staff Budget Division
Total Num	nber of Days		0.07 Work (3-	ing Day 4 Minutes)

ADMINISTRATIVE SERVICE (AS)



ADMINISTRATIVE SERVICE (AS)

SUMMARY OF PROCESSES

External Services

Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Recruitment Process</u> (ISO Certified)	35 Working Days	Complex

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
 Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities 	4 days, 3 hours and 35 minutes	Complex

Records Management Division

PROCESSES	DURATION	CLASSIFICATION
3. Receiving of Incoming Documents (ISO Certified)	60 minutes	Simple
4. <u>Request for Information (under the Freedom of</u> <u>Information</u>	15-35 Working Days	Complex
5. Authentication of Documents	5 hours & 35 minutes	Simple

Treasury Division (External/Internal Services)

PROCESSES	DURATION	CLASSIFICATION
6. Collection of Fees and Charges	5 minutes	Simple
7. Disbursement of Fund	20 minutes	Simple



Administrative Service (AS)

Internal Services

Human Resource Management Division (HRMD)

	PROCESSES	DURATION	CLASSIFICATION
8.	Processing of GSIS, Pag-BIG and PHILHEALTH Claims		
	a. <u>Request change of/ correction of name/</u> personal data or status of applicant	1 Working Day & 1 Hour	Simple
	b. <u>Request to file Application for</u> <u>Retirement/Separation/Benefit Claim</u>	1 Working Day, 4 Hours & 15 minutes	Simple
9.	Processing of Authority to Render Overtime Services	4 working days	Simple
10.	Processing of Applications for Provident Fund Loan	1 Hour & 20 minutes	Simple
11.	Processing of Personnel Development Nomination	10 working days	Complex
12.	Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)	3 Hours & 35 minutes	Simple
13.	Processing of Applications for Magna Carta Eligibility	2 Working Days & 5 Minutes	Simple

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
14. <u>Request for Audio-Visual Room (AVR)</u> <u>Reservation</u>	18 minutes	Simple
15. <u>Request for Service Vehicle (GSD Pooled)</u>	15 minutes	Simple
16. <u>Request for Repair and Maintenance Services</u> (Thru Petty Cash)	10 Hours and 5 minutes	Simple
17. <u>Request for Repair and Maintenance Services</u> (Thru BAC Procurement)	8 Hours and 5 minutes	Simple
18. <u>Request for Supplies and Materials</u>	2 Hours and 35 minutes	Simple

Records Management Division (RMD)

PROCESSES	DURATION	CLASSIFICATION
19. Publication of DOE Issuances	2 Working Days & 30 minutes	Simple
20. Mailing/Postal Services	2 hours & 40 minutes	Simple
21. Messengerial Delivery Service	2 hours & 50 minutes	Simple

Treasury Division (TD)

PROCESSES	DURATION	CLASSIFICATION
22. Petty Cash Disbursement	15 minutes	Simple

Procurement Management Division (PMD)

	PROCESSES	DURATION	CLASSIFICATION
23.	Request for Certification of various PMD Documents	40 minutes	Simple
24.	Numbering and Monitoring of Purchase Requests	30 minutes	Simple
25.	Request for Inclusion in Supplemental APP	70 minutes	Simple
26.	Procurement thru Public Bidding (ISO Certified)	See Reference B	Highly Technical
27.	Procurement thru Section 53.9: Small Value Procurement (ISO Certified)	See Reference B	Complex



HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

EXTERNAL SERVICES

1. <u>Recruitment Process (ISO Certified)</u>

INTERNAL SERVICES

- 1. Processing of GSIS, Pag-BIG and PHILHEALTH Claims
 - a. Request change of/ correction of name/ personal data or status of applicant
 - b. Request to file Application for Retirement/Separation/Benefit Claim
- 2. Processing of Authority to Render Overtime Services
- 3. <u>Processing of Applications for Provident Fund Loan</u>
- 4. Processing of Personnel Development Nomination
- 5. Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)
- 6. Processing of Applications for Magna Carta Eligibility



Recruitment Process

Note: This process is ISO Certified.

This applies to transactions done for the Recruitment Process in the DOE. (Updated as of 29 September 2023)

	Office or Division:	Human Resource Management Division (HRMD)			
	Classification:	Complex Transaction			
	Type of Transaction:	Government-to-G	overnment / Government-to-Citizen		
	Who May Avail:	External/Internal a	applicants		
	CHECKLIST OF R	EQUIRMENTS	WHERE TO SECURE		
1.	Filled out Personal Data Sheet ((PDS)	Provided by the applicant to be inputted/uploaded through the		
2.	Cover Letter and Updated Resu	ime	Department of Energy (DOE) Human Resource Information and Payroll		
3.	Certificate of Graduation/Diplom Records	na and Transcript of	System (HRIPS)		
4.	Civil Service Certificate of Eligib Rating or Other Proof of Eligibili	-	HRIPS Link can be accessed through the DOE and CSC websites.		
5.	Certificate/s of seminars/training	gs attended, if any	HRIPS Link is posted in three		
6.	 Latest Performance Rating or Performance Evaluation form, for those with work experience or with previous employer (If employed in the private sector). 		(3) conspicuous places in the DOE		
7.	 Individual Performance Commitment Review (IPCR) (If employed in the government sector). 				
8.	One (1) 3.5 cm x 4.5 cm (passp	ort size) recent photo.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Fill out Online Application Form through the HRIPS and attach application documentary requirements 	 1.1. Receive and Evaluate Completeness of Application Documents. 1.2. If application documents are not complete, the application is no longer acted upon and the HRIPS is updated to inform the applicant. 		N/A	HRMA HRMO II
	 1.3. Evaluation of Applicant's credentials vis- à-vis the position's Qualification Standard (QS) and Updating of HRIPS status 1.4. If the applicant's credentials did not meet the position's QS, the application is denied and the HRIPS is updated to inform the applicant. 		21	HRMA HRMO II HRMO III

		1.5.	HRMD Schedule Initial Interview		
2.	Applicant attends the HRMD Initial Interview Proper.	2.1. 2.1.1.	Conduct Initial Interview Proper If the applicant did not pass the		
			interview, the application is denied and the HRIPS is updated to inform the applicant.		
		2.2.	Scheduling of DOE Online Qualifying Examination.		
3.	Take the DOE Online Qualifying Examination.	3.1.	Viewing of Examination Results of Applicants and Updating of HRIPS status.		HRMA HRMO II HRMO III
		3.1.1.	If applicant failed the DOE Oline Qualifying Examination, the applicant is denied and the HRIPS is updated to inform the applicant.		
			eparation and view of Referral	7	HRMO II HRMO IV

	Memorandum and Assessment Sheets.			HRMO V
	5. End User Evaluation		N/A	End User
	6. Verification of EUE Endorsement, Request for Outstanding Accomplishment Form, Preparation of HRMPSB Score Sheets.		3	HRMO II HRMO III
7. Submit the Outstanding Accomplishment Form.	7.1. Receiving and compilation of forms		N/A	HRMPSB Secretariat
	8. Pre-HRMPSB Meeting.		1	HRMPSB Secretariat
	 9. Regular HRMPSB Deliberation/Meeting 9.1. If applicant did not pass the HRMPSB deliberation, the application is denied, and the HRIPS is updated to inform the applicant. 		1	HRMPSB HRMPSB Secretariat
	10. Preparation / Approval of Job Offer and Release to Applicant.	None	2	HRMO II HRMO III HRMO IV HRMO V
TOTAL NUMBER OF	F DAYS.	1	35 WOR	(ING DAYS



GENERAL SERVICES DIVISION (GSD)

EXTERNAL SERVICES

1. Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

INTERNAL SERVICES

- 1. Request for Audio-Visual Room (AVR) Reservation
- 2. Request for Service Vehicle (GSD Pooled)
- 3. Request for Repair and Maintenance Services (Thru Petty Cash)
- 4. Request for Repair and Maintenance Services (Thru BAC Procurement)
- 5. <u>Request for Supplies and Materials</u>



Request of Property, Plant and Equipment (PPE) and Semi-

Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

Office or Division:		General Services Division			
Classification:	Classification:		Complex Transaction		
Type of Transaction:		Governmer	nt-2-Government		
Who May Avail:		NGAs, LGL	Js, GOCCs and S	State Universities	
CHECKLIST O	F REQUIREMENTS		WHERE TO SEC	CURE	
thru Donation or Tr Other Government	1. Request of PPE and Semi-Expendable Items thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools or state Universities		Bureau/Service/Office concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Client submits Letter Request of Property, Plant and Equipment (PPE) and Semi-	1. Records Management Division (RMD)/Field Office forwards the Letter Request to the Office of the Secretary	None		Records Management Division	
Expendable Items thru Donation or Transfer without Cost to the Records Management Division	2. Office of the Secretary forwards the Letter Request to the Office of the Director for Administrative Services	None		Office of the Secretary	
(RMD)/Field Office	3. Director for Administrative Services forwards the Letter Request to the General Services Division	None		Director, Administrative Services	
	4. General Services Division Chief forwards the Letter Request to the Disposal Sub-Section	None		General Services Division Chief	

5. Disposal Sub-Section receives the Letter Request within 5 minutes	None	5 minutes	Property Officer
6. Property Officer checks the availability of PPE and Semi- Expendable Items in the inventory list.		30 minutes	
6.1 If not available, Property Officer prepares Reply Letter to the requesting agency/entity to be signed by the Director for Administrative Services	None	1 hour	Property Officer
6.2 Property Officer routes the Reply Letter to the requesting agency/entity for signature of GSD Chief and Director for Administrative Services	None		Property Officer
6.3 Property Officer transmits the signed Reply Letter to the requesting agency/entity	None	30 minutes	Property Officer
7. Property Officer checks if the item/s are functioning in coordination with ITMS if the items are IT equipment or with COA, Motorpool and Accounting for motor vehicles	None	2 days	Property Officer
8. Property Officer prepares all necessary documents and Memo request to the Disposal Committee and endorses for the approval of the Secretary	None	2 days	Property Officer

	9. GSD Division Chief, to the Disposal Committee and to the Secretary acts on the necessary documents such as Donation Approval Form and Donation Approval Report	None		GSD Chief / Disposal Committee / DOE Secretary
	10. Property Officer drafts the Deed of Donation (DOD) for review of the Legal Services	None	30 minutes	Property Officer
	11. Property Officer routes the Deed of Donation (DOD) to the Legal Services for review	None		Property Officer
	12. Property Officer endorses the Deed of Donation to the Office of the Secretary for signature	None	30 minutes	Property Officer
	13. Secretary acts on the Deed of Donation	None		DOE Secretary
	14. Property Officer informs the Donee thru Phone Call/Email to pick-up the Approved Deed of Donation and Property Transfer Report (PTR) for Donee's signature	None	30 minutes	Property Officer
15. Done signs and notarize the Approved Deed of Donation and Property Transfer Report (PTR)	15.1 Property Officer receives the notarized Deed of Donation and prepares the Property Gate Pass for items to be pulled- out duly approved by the Director of Administrative Services	None	30 minutes	Property Officer
	16. Property Officer assists the Donee for the inspection, hauling of the pulled-out items donated on the agreed schedule and	None	1 hour	Property Officer

	acknowledge the Property Gate Pass		
Total Number of Day	S	4 days, 3 hours	and 35 minutes

*For single item only

*This process is applicable on all donations (property and vehicle) made by the DOE to other NGAs, LGUs, GOCCs, State Universities, etc. with the following conditions:

- 1. Steps involving the approval/inspection of COA, the Disposal Committee, other concerned offices shall not be counted against the processing time of the documents;
- 2. These steps shall depend on the availability of signatories/offices involved in the process even if the documents are in the possession of the processing unit.



RECORDS MANAGEMENT DIVISION (RMD)

EXTERNAL/INTERNAL SERVICES

- 1. <u>Receiving of Incoming Documents (ISO Certified)</u>
- 2. Request for Information (under the Freedom of Information
- 3. Authentication of Documents

INTERNAL SERVICES

- 1. Publication of DOE Issuances
- 2. Mailing/Postal Services
- 3. Messengerial Delivery Service



Receiving of Incoming Documents

Note: This process is ISO Certified.

Classification:	<u>.</u>			Records Management Division (RMD)		
	Simple Transaction					
Type of Transaction:	Government-2-Business	6				
Who May Avail:	Stakeholders					
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	CURE		
Pre-numbered stubs to be a documents	attached to the	DOE Guar	ds on Duty/Secur	ity Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
document through Personal Delivery and/or Courier/Postal	 1.1 Check the completeness of documents as to addressee, information, and attachments 1.2a In Personal Delivery, If incomplete, return to the proponent. 1.2b In Courier/Postal Service, if incomplete, indicate the lacking documents and stamp received at the upper right most of the document indicating the time and date of receipt and affix the initials of the Receiving staff 1.3 If complete, stamp 	None	5 mins. 2 mins. 10 mins 2 mins.	RMD-Receiving Unit Staff / Officer		

Total Number of Days		60 mins. / 1 hr.* 0.125 Working day
	dispatching	
	logbook for	
	corresponding	4 mins
4	entry/number. .7 Record in the	
	EAMS	
	corresponding	
	attach in the	
1	documents and	20 mins
1	(EAMS) .6 Scan the	
	Monitoring System	
	Energy Application	
1	.5 Encode in the	15 mins
	се	
	office/bureau/servi	
	received by	
1	.4 Sort/segregate documents	2 mins
	Staff	
	of the Receiving	
	and affix the initial	
	indicating the time and date of receipt	
	the document	
	upper right most of	

*Per transaction/document received



Request for Information (under the Freedom of Information)

Office or Division:	Records Management Division (RMD) as DOE FOI Receiving Officer			ving Officer	
Classification:	FOI Transaction under Executive Order No. 02, Series of 2016			2016	
Type of Transaction:	Government-2-Citizens				
Who May Avail:	Citizens/Stakeholders				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE	
1. eFOI/Standard Request F	Form	Aco	cess to website ww	w.foi.gov.ph	
2. Complete Contact informa	tion		External Clie	nt	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit eFOI/Standard Request Form	1.1 Check if the request is valid and receive request	None			
	1.2 Check if the request for information is clear, if clear, assess if the agency holds the information requested or if the request is a repeat of a previous request from the same requestor		News 5 days	5 days	FOI Receiving
	 1.3 If not clear what information is requested, seek clarification (15 working day clock stops) 		Judys	Officer	
2. Provide clarification	 1.4 When clarification is received NEW working day period starts 				
	1.5 If no clarification received, automatically close				

	the request (after 60 days from receipt)		
	1.6 Coordinate with the FOI Focal Person/FOI Action Officer (FAO) of the concerned unit to confirm if the requested information is available in the agency		FOI Receiving Officer, FOI Action Officer
	 1.7 If the request for information is available, forward to the concerned FOI Decision Maker (FDM) 		FOI Receiving
	 If the request for information is not available in the agency, deny and refer to the correct agency or office 		Officer
3. Wait for the response	1.9 Obtain all relevant information and prepare schedule of all information located		FOI Action Officer
	1.10 Inform/Consult other officials with key interest	10 d	FOI Action Officer, Technical Staff, Division Chief
	1.11 Review content of documents and apply relevant exemptions		FOI Decision Maker
	1.12 Consider comment/advice of FDM and/or other officials		FOI Action Officer

Maker may apply for an extension Total Number of Days	15-35 Working Day for an extension of working days)	
1.15 If the requested information requires additional time to gather information, the FOI Decision	20 days	FOI Decision Maker
1.14 Prepare information for release, if requestor asked for information in a certain format, comply with their preference, if practical.		FOI Action Officer
1.13 Seek clearance from the FDM		FOI Action Officer, FOI Decision Maker



Authentication of Documents

Office or Division:	Records Management Division (RMD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Business				
Who May Avail:	Stakeholders				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	JRE	
1. Endorsement letter fro document	m the originator of the	DOE Co	ncerned Bureau/S	ervice/Office	
2. Request letter from cli	ent		External Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Request letter and Endorsement letter from the concerned bureau/service/ office	1.1 Receive Request letter and Endorsement letter from the originator of the document requested		20 mins.	Staff, RMD	
Unice	1.2 Check if the requested document is in the custody of RMD.		Records	Records Officer,	
	1.3 If available, pull out the requested document and inform the requesting party	None	None	30 mins.	RMD
	1.4 If not available, inform the concerned Bureau/Service/Office or the requesting party		10 mins.		
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)		20 mins.	Staff, RMD	
	1.6 Inform the requesting party of the amount to be paid for the requested document through email		15 mins.		

Total Number of Days	1		5 hours & 35 mi	nutes
 Pick-up the authenticated document/s and acknowledge receipt in the logbook 	3.1 Release the document/ss to the requesting party or his/her authorized representative		5 mins.	Staff, RMD
	2.5 Inform the requesting party that the document is ready for pick-up	None	10 mins.	
	2.4 Sign/authenticate the requested document		2 hours	Records Officer, RMD
	2.3 Stamp, initial and forward to the certifying authority the requested document		1 hour	Records Officer, RMD
	2.2 Reproduce the requested document according to the request of the party	paye	40 mins.	
2. Pay necessary fees as stated in the Order of Payment	2.1 After payment, acknowledge the receipt of the proof of payment of the requestor	Php 20.00 for the 1st page and 2.00 for the succeeding page	5 mins.	

*This Process is for 300 to 500 pages of documents.



TREASURY DIVISION (TD)

EXTERNAL/INTERNAL SERVICES

- 1. Collection of Fees and Charges
- 2. Disbursement of Fund

INTERNAL SERVICES

1. Petty Cash Disbursement



Collection of Fees and Charges

Issuance of Official Receipt (OR) to acknowledge receipt of collection of fees and charges from various clients/businesses.

Office or Division:	TREASURY DIVISION (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2	2C); Government	to Business (G2B)
Who may avail:	External / Internal Clients	3		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	URE
 Order of Payment Cash / Check / Provide the content of the content of		Co	ncerned Bureau / I	Division
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment to TD/Cashier	1.1 Check the Validity of Order of Payment against approved Fees and Charges	See attached Schedule of Fees and	1 minute	Administrative Officer (AO) I
2. Pay the respective amount whether in cash, check or both;and/or Submit proof of payment if paid thru bank/online	2.1 Accept payment(s) and prepare Official Receipt Confirm credit to DOE account and prepare Official Receipt once confirmed	Charges CY 2023	3 minutes	AO I / AO V
3. Receive the Official Receipt; check if all information are correctly encoded; and count any amount of change	3.1 Issue the Official Receipt		1 minute	AO I
Total Processing Time	1	<u> </u>	5 minutes	1





Disbursement of Fund

Release of payments through Electronic Modified Disbursement System (eMDS), Check or Authority for Fund Transfer.

Office or Division:	TREASURY DIVISION (1	ΓD)		
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2	2C); Government	t to Business (G2B)
	Government to Governm	ent (G2G)		
Who may avail:	External / Internal Clients	3		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
 Signed LDDAP-ADA Approved Disbursen 			Accounting Divis	ion
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed LDDAP - ADA / EMDS-ACIC with approved DV and its attached documents	1.1 Receive & encode LDDAP-ADA / EMDS – ACIC / DV to Check Monitoring System (CMS)	Salaries & Wages of Officials, Employees, Service Contractuals & Job Orders	3 minutes	Administrative Aide VI (Clerk III)
	1.2 Review the correctness of LDDAP-ADA / EMDS – ACIC as against the DV	Remittances to GSIS, HDMF, Philhealth, NHMFC Honoraria	2 minutes	Administrative Officer (AO) III
	1.3 Prepare BillerDes for utility payments (e.g. Globe, PLDT, Meralco) and Findes for payroll	Suppliers/ Service Providers/ Contractors	5 minutes	AO III
	1.4 Check and validate the entered details	Utilities	2 minutes	AO III / AO V

	in the CMS as	Rental		
	against the DV &	rtontai		
	LDDAP- ADA/EMDS-ACIC	Repairs &		
	1.5 Review the	Maintenance	2 minutes	AO V
	correctness of	Taxes, Licenses,		
	BillerDes & Findes	Registrations		
	as against the DV/s	_		
		Insurances		101/
	1.6 Log manually in the journal deduction of	Cash	1 minute	AO V
	validated LDDAP –	Advances		
	ADA / EMDS –			
	ACIC from NCA balance	Refunds		
	balance	Reimburse-		
	1.7 Sign LDDAP – ADA	ments	2 minutes	TD Chief
	/ EMDS – ACIC		2 minutes	TE Offici
	and approve the	Purchase of		
	same in the EMDS online	US \$ for Poor's &		
		Platts		
	1.8 Sort original and	Operative L Operations	3 minutes	Administrative
	duplicate copies of	Capital Outlay		Assistant (AA) II
	ACIC and LDDAP- ADA for submission	Other		(Disbursing
	to Landbank	Operating		Officer)
		Expenses		
Total Processing Time			20 minutes	
 Submit completely signed DV if 	2.1 Receive and		3 minutes	Clerk III
payment is thru	encode duly			
check	approved DV to			
	CMS			
	2.2 Prepare check		5 minutes	AO III
	and ACIC			
	2.3 Review the		2 minutes	AO III

	correctness of		
	check and ACIC		
	as against the DV		
	2.4 Check and	3 minut	es AO V
	validate the		
	entered details in		
	the CMS, check		
	and ACIC		
	2.5 Log manually in	1 minu	te AO V
	the journal		
	deduction of		
	validated check		
	from NCA balance		
	2.6 Sign check and	2 minut	es TD Chief
	ACIC and approve		
	the same in the		
	EMDS online		
	2.7 Sort original and	2 minut	es AA II
	duplicate copies of ACIC for		
	submission to		
	Landbank		
	2.8 Release check	2 minut	es AA II
Total Processing Time	·	20 minutes	5



INTERNAL SERVICES

HUMAN RESOUCE MANAGEMENT DIVISION



Processing of Applications for GSIS, PAG-IBIG, & PHILHEALTH

Office or Division:	Human Resource Manage	ement Division (HRMD)		
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
1. GSIS		DOE HRMD-Personnel Welfare and Performance		
1.1 For Retirement		Management Section (PWPMS)		
1.1.1 Duly accompl	ished application form			
1.1.2 Updated Serv Certificate of (LWOP)	ice Record, with Leave Without Pay	DOE-HRMD Personnel Action and Services Section (PASS)		
1.2 For Life Insurance Be Value (CSV)/Retirem				
1.2.1 Duly accompl	ished Application Form			
1.2.2 Updated Serv	ice Record, with LWOP			
1.2.3 Original Policy	y Contract, if available			
2. PAGIBIG		_		
2.1 Provident Benefits Cl Retirement)	aim (Compulsory			
2.1.1 Duly accompl	ished Application Form	-		
2.1.2 Updated Serv Certificate of				
2.1.3 Two (2) Valid photocopy on				
2.2 Maturity (10, 15, 20 y	rs.)			
2.2.1 Duly accompl	ished Application Form			
2.2.2 Service Reco	rd (latest)			

This applies to transactions relative to PWPMS' Internal Services.

2.3 Multi-Purpose Loan	(MPL)				
-	lished MPL Form				
2.3.2 Original pays					
	IDs, photocopy only				
2.3.4 LBP ATM Ca	rd (photocopy)				
3. Philhealth					
3.1 Retiree – Lifetime Me	embership				
3.1.1 Duly accomp	lished PMRF				
3.1.2 Updated Serv	vice Record		MD-PWPMS / PASS	(Service Record)	
3.1.3 Two (2) ID pi	ctures (1x1)				
3.2 New Employee					
3.2.1 Duly accomp	lished PMRF				
3.2.2 Marriage Cer employee)	tificate (if married				
3.2.3 Birth Certifica	te of children below 18 y/o				
3.2.4 Birth Certifica	te of parents above 60 y/o				
(if single emp	bloyee)				
4. Processing of Claims an	d Applications	Personnel Welfare & Performance Management Section (PWPMS)			
CLIENT STEPS	AGENCY ACTIONS	FEESPROCESSINGPERSOTO BETIMERESPONSPAIDTIMERESPONS			
A. Request for change of/ correction of name/ personal data or status of applicant					
 Submit Request for Change of/ Correction of Name/Personal Data or Status 	1.1 Receive/Encode the request, together with the required document, like Birth Certificate, Marriage License, etc.		30 Mins.	HRMO II	

			1	1
	 1.2 Evaluate submission and check attachments 1.3 Submit request and 			
	attachments to GSIS/Pag-IBIG/ PhilHealth	None	1 Working Day	
	1.4 Coordinate/provide the employee a copy of the receipt		15 Mins.	
	1.5 Monitor the status; From time to time, respond to employee and provide updates		15 Mins.	HRMO II
	Total Number of Days		1 Day & 1 Hour	
B. Request to file Application for Retirement / Separation / Benefit Claim				
1. Submit the duly accomplished Application for Retirement/ Separation	1.6 Receive/encode/ review the information in the application forms			
	1.7 Request/ask pertinent documents from the HRMD-Personnel Action & Services Section (PASS), e.g., Service Record, etc.	None	30 Mins.	HRMO II
2. Comply with lacking documents (if any)			N/A	Concerned Employee

3.1	Receive/review/ coordinate/request for completion of data in the form and/or require to submit lacking document/s (if any)		15 Mins.	HRMO II
3.2	Further review/sign application as complied; and/or Coordinate/provide additional document/s (for any change in template form)	None	3 Hours	HRMO III, IV, V
3.3	Submit the application and related documents to the GSIS, Pag-IBIG, and PhilHealth		1 Working Day	
3.4	Monitor the filed applications for benefit with GSIS, Pag-IBIG, PhilHealth	None	15 Mins. (per Application and Office: (GSIS/ Pag-IBIG/ PhilHealth)	HRMO II
3.5	Inform the employee, retiree or separated personnel on the status/ release of the benefit/claim	NUTE	15 Mins.	
Total number of	Days	1 Da	ay, 4 Hours, and 15 I	Mins.



Processing of Authority to Render Overtime Services

This applies to transactions done for the Processing of Authority to Render Overtime Services (as of 24 Oct 2023)

Office or Division:	Human Resource Manag	Human Resource Management Division (HRMD)			
Classification:	Simple Transactions	Simple Transactions			
Type of Transaction	: Government-to-Governm	ent			
Who May Avail:	Internal Clients (DOE em	ployees)			
CHECKLIST	OF REQUIRMENTS	WHERE	TO SECURE		
1. Request for Authori (RAROW) Form	ty to Render Overtime Work	/ork DOE Website			
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit duly signed RAROW Form and complete documents to the HRMD	1. Check the completeness of the submitted documents from the Client.	4 hours	Employee		
	1.1. If the documents are incomplete, prepare Memorandum to the requesting Client, to submit the lacking document/s.		HRMO II		
	2. Evaluate if the Overtime Work indicated in the RAROW warrants approval.		HRMO II / HRMO III		
	2.1. If the Overtime Work is not approved, discuss to the requesting Client regarding	1 day	HRMO V		

the condition or requirements to be considered		
3. Prepare Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	4 hours	HRMO II / HRMO III
4. Review and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	6 hours	HRMO IV
5. Finalize and affix initial on the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	6 hours	HRMO V
6. Endorse and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work		Administrative Service Director
7. Recommend and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work.		Department Undersecretary for Administration
7.1. If in any case the Undersecretary does not approve of the recommendations, the HRMD will offer further alternative to the Client		HRMO V

	8. Approve and sign Certification of Authority to Render Overtime Work		Department Secretary
	9. Release approved Certification of Authority to Render Overtime Work to requesting employee	4 hours	HRMO II
TOTAL	WORKING DAYS	4 working days	

*only complete applications shall be processed. *only processes acted by HRMD are with inclusive time.



Processing of Applications for Provident Fund Loan

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Governn	Government-2-Government			
Who May Avail:	DOE Employees				
CHECKLIST OF F	EQUIREMENTS		WHERE TO SE	CURE	
1. Application Form Only		DOE –Hu	uman Resource Infor System (HRIF	•	
2. Processing of Loans/Cla	aims	Personne	el Welfare & Perform Section (PWP	•	
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON	
	AGENOTACTIONO	BE PAID	TIME	RESPONSIBLE	
 Submit Application for loan through HRIPS; and/or Death Benefit Claims 	1.1 Receive/ Review the information in the application form through HRIPS; Coordinate with Accounting Division as to take home pay/credit limit (for loan application)		5 mins	HRMA, HRMO II	
2. Comply with lacking documents (if any)				Concerned Employee	
	1.2 Prepare the Memo, including the matrix of loan applications; and/or the death benefit claim		1 hr	HRMA, HRMO II, III, IV, V	
	1.3 Endorse the memo/ Board Resolution to the Provident Fund		N/A	Provident Fund Board of Trustees	

	Board of Trustees for signature/approval (Action Taken): if			
	a) Disapproved, Memo/Letter of Regret			
	 b) Approved, memo to Accounting Division and Voucher for the release of the loan/ claim 			
	1.4 Inform the concerned employee of the Board's approval		5 Mins.	HRMA, HRMO II
Total Number of Days		1 Hour a	& 20 Minutes	



Processing of Personnel Development Nomination

The scope of the Processing of Personnel Development Nomination is one of the core processes of the Learning and Development of the Human Resource Management Division (HRMD).

It shall cover all Department of Energy (DOE) employees in the first and second level positions, whether holding permanent, temporary*, coterminous*, contractual*, and casual appointments; and employees from other government agencies detailed to the DOE.

*Only for short-term & non-study courses which do not require any service obligation.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees

	ITS WHERE TO SECURE
Duly Accomplished Personnel Development I Form	Nomination To be submitted through the Human Resource Information and Payroll System (HRIPS) – Online
PDC Requirements	
1. Memorandum endorsed by the concert Undersecretary and Director	ned
2. Budget appropriation/clearance from B	udget Division
3. Identified/itemized funding source/requ	irements
4. Invitation/ program of activity/ sponsors source/ etc.	ship or funding
5. Individual Performance Commitment a (IPCR)	nd Review
Two (2) consecutive periods for foreigr latest rating period for local nomination	
 Proof of no outstanding Service obligat (for foreign study and non-study program 	am / local study
7. Proof of Compliance to Course and sport requirements (i.e. education, experience	
8. Training history (Indicate title/date/ven organizer)	
9. Travel Plan	
10. Certificate of Assignment of Responsit conforme of all parties	ility with

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee to endorse to HRMD the Training Invitation from institutions or agencies, and from international partners and cooperations for posting		None		Employee / Nominee
	2. Evaluate invitation for posting if relevant to the mandate and identify target participants	None	Two (2) days	Human Resource Management Officer / HRMD
	Deadline of training invitation is minimum of 3 working days from the date of posting			
	Note: Endorse to HRMD the training program for HRIPS posting at least fifteen (15) days prior to the deadline of acceptance set by the training provider/sponsor			
3. Apply for Personnel Development Nomination through HRIPS with complete PDC requirements through HRIPS	3. Receive duly approved/signed by Division Chief, Director and Undersecretary, and endorsed by the Budget Division	None		Employee / Nominee Bureau/Service Director and Undersecretary
	Note:			Budget Division
	Approval of the Personnel			
	Development Nomination			
	Form from the nominee/s			
	must be on or before the set deadline of the HRMD			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Evaluate and assess the PDC form for its correctness, completeness of the requirements in accordance with the PDC guidelines	None	Three (3) days	Human Resource Management Officer / HRMD
	4.1 Return PDC nomination form with notation, if nominee is found not qualified by the PDC Secretariat through HRIPS.			
	4.2 Preparation of Assessment Sheet and Endorsement of PDC nomination			
	5. Assessment and deliberation of the PDC secretariat, presided by the Administrative Services	None	One (1) day	Human Resource Management Officer / HRMD
	Director			AS Director
	 6. Deliberation of pre-qualified nominee/s in the PDC meeting presided by the Undersecretary (PDC Chair); 	None	One (1) day	PDC Board
	7. PDC Chair endorses/signs the Recommendation memo, endorsement letter and other pertinent documents relative to the nomination for the approval by the Secretary. Disapproved applications will be notified through HRIPS		Two (2) days	PDC Board
	8. Approval of the Secretary on the PDC recommendation and other related recommendation			Secretary, Office of the Secretary (OSEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9. Inform Employee / Nominee of approved PDC recommendation through HRIPS		One (1) day	Human Resource Management Officer / HRMD Employee / Nominee
Total Number of Days			Ten (10) Days	

Note: Processing time does not include waiting time for Posting period, Employee's compliance and submission, Pre-PDC and PDC Board Meeting Schedule for applications queued for deliberation.

Only PDC application with complete requirements will be acted upon.



Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)

This applies to transactions relative to PWPMS' Internal Services.

Office or Division: Human Resource Manag			ement Divis	sion (HRMD)			
Classification:		Simple Transactions					
Type of Transaction:		Government-2-Governme	nt				
Who May Avail:		DOE Employees					
CHECKLIST	OF RI	EQUIREMENTS		WHERE TO SECURE			
1. Accomplished Form	1			DOE -HRM	ЛD		
2. Processing of Claim	is and A	Application	Personne	el Welfare & Perforr Section (PWI	nance Management PMS)		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
for PRAISE benefits	Re in the 1.2 Pro let scl 1.3 Pro PR Dir inc Va	eceive/Encode/ eview/Evaluate information the memo-request and in e application form epare/sign/monitor the ter to concerned agency/ hool for verification eparation for the Pre- RAISEC meeting with AS rector (i.e., per application/ lividual evaluation); rious coordination done the Secretariat.		2.5 hours	HRMA, HRMO II, III, IV, V		
 Comply with lacking documents (if any) 				N/A	Concerned Employee		
	as	liberation of individual's sessments presided by RAISEC Chairperson		N/A	PRAISE Committee		

Total Number of Days	3 Hours	& 35 minutes	
employe	m the concerned e of the approved C recommendation	5 Mins.	HRMA, HRMO II
the endo Secreta a) <u>Di</u> M b) <u>A</u> m Di th	pare/finalize/sign/monitor prsement memo to ry (Action Taken) - if: <u>sapproved,</u> emo/Letter of Regret <u>oproved,</u> emo to Accounting vision and voucher for e release of award/ enefit	1 hour	HRMA, III, IV, V



Processing of Applications for Magna Carta Eligibility

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE		
My Magna Carta Ap	plication	DOE Human Resource Information and Payroll System (HRIPS)		
1. List of personnel recommended for the entitlement to MC benefits with the department/ agency head's certification that said personnel are found to have complied with the requirements under the Guidelines for R.A. 8439 and DOST Administrative Order No. 009, s. 2020.				
The list must be accompanied documents:	I with the following			
1.1 Endorsement by the Screening Sub- Committee Level to the Screening Committee- Executive Level thru: its TWG/Secretariat		Concerned Bureau/Service/Office		
1.2 Functions of the Bureau/Service/ Division/Section/Unit where the personnel belong		-do-		
1.3 Certified true copies (CTC) of diploma/s	Respective personnel and/or HRMD		
1.4 CTC of academic Transcript Of Records		Personnel Actions and Services Section (PASS) / Personnel Welfare and Performance Management Section (PWPMS) – HRMD		
1.5 CTC of Service Records		PASS		
1.6 Position Description Forms (functions)		PASS / PWPMS		
1.7 CTC of CSC eligibility/ies, or PRC license/s		-do-		
1.8 Other relevant documents deemed important i.e, IPCR, Reports (as may be required)		Concerned Bureau/Service/Office		
2. Processing of Claims (tentative	e computation)	PWPMS		

F			PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	TO BE PAID	TIME	RESPONSIBLE
 Submit request for Magna Carta benefits and/or renewal of the entitlement on or before July 31 through HRIPS 	1.1 Receive through HRIPS and hard copy and stamp date of submission of the Bureau/ Office, and refer to evaluator.		5 minutes	HRMA
	1.2 Check complete-ness (presence and absence), using the Checklist of Requirements		15 minutes	HRMO II
	1.3 Data inputting vis-à-vis the various documents required and validation		4hours	HRMO II / III
	 1.4 Request availability of/coordinate with the TWG members; Prepare notice of meeting and confirm their attendance; Meetings (deliberations) held/ conducted 		4hours	HRMO II, III, IV, V
	1.5 Prepare TWG Recommendation (summary of evaluation) and the Certificate of Eligibility (COE)		2 hours	HRMO III, IV
	1.6 Prepare memo for the DOE Secretary from the MC Screening Committtee-Executive Level (draft and finalization)		3 Hours & 30 minutes.	HRMO III, IV, V

1.7 TWG/OSEC action for 2 days 1.8 Record/scan/route/ monitor the matrix of evaluation and memo to the TWG and the	2 Hours	HRMA
ExeCom level 1.9 Monitor/Receive the Action Taken from the OSEC (e.g., checked completeness of documents attached, signatures/approval)	15 min	HRMA
Total Number of Days 2 Worki	ng Days & 5 Minutes (16 Ho	urs & 5 Minutes)

INTERNAL SERVICES

GENERAL SERVICES DIVISION



Request for Audio-Visual Room (AVR) Reservation

Office or Division: General Services Division (GSD)					
Classification:		Simple Transaction			
Type of Transaction: Gov		Gover	Government-2-Government		
Who May Avail:		DOE E	Employees		
CHECKLIST OF	REQUIREMENTS		ſ	WHERE TO SECU	RE
1. Request for Services			General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	S	FEES	PROCESSING	PERSON
			TO BE	TIME	RESPONSIBLE
			PAID		
 Request availability of AVR at GSD and have a pre- schedule booking 	1.1. Check availability or	f AVR		1 minute	
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	of duly accomplishe	. Receive and Numbering of duly accomplished RFS from End-User		2 minutes	Engineering and Maintenance Section (EMS) Staff, General Services Division
	2.2. Approval of RFS by GSD Chief and Administrative Services (AS) Director			10 minutes	GSD Chief and Administrative Services Director
	2.3. Route of approved to End-User and A			5 minutes	
personnel concerne					EMS Staff,
					GSD
Total Number of Days 18 minutes					



Request for Service Vehicle (GSD Pooled)

Office or Division:		General Services Division (GSD)			
Classification:		Simple Transaction			
Type of Transaction:		Government-2	2-Government		
Who May Avail:		DOE Employe	es		
CHECKLIST	OF REQUIREMENTS		WHERE TO SECU	JRE	
1. Duly Accomplis		General Services Division – Staff Support Se			
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING	PERSON	
		TO BE	TIME	RESPONSIBLE	
		PAID			
 Submit duly accomplished Trip Ticket 	1.1. Check availability of service vehicle	None	5 minutes	Staff, General Services Division	
	1.2. Trip Ticket for approval of GSD Chief and AS Director		10 minutes	GSD Chief and AS Director	
1.3. Approved service vehicle Trip Ticket ready for pick-up			N/A	Staff, General Services Division	
Total Number of Day	S	15	minutes		



Request for Repair and Maintenance Services (Thru Petty Cash)

Office or Division:		Genera	al Services	s Division (GSD)	
Classification:		Simple Transaction			
Type of Transaction: 0		Goverr	nment-2-G	overnment	
Who May Avail:	Who May Avail: DO		mployees		
CHECKLIST OF	REQUIREMENTS			WHERE TO SECU	RE
1. Request for Services		G		rvices Division – Er intenance Section (
CLIENT STEPS	AGENCY ACTIONS	S	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Prepare and submit duly accomplished Request for Services (RFS) to GSD 	of duly accomplishe	 Receive and Numbering of duly accomplished RFS from End-User 		5 minutes 2 hours	GSD Engineering and Maintenance Section (EMS)
	 1.2. Inspection and preparation of scope works 1.3. Canvass of spare p 		None	4 hours	Staff and Supply and Property Management Section (SPMS)
	and/or services	ans	Nono	4 10015	
	1.4. Preparation of docu for submission to Treasury Division (1			1 hour	GSD, AS-OD, AS- TD, BD-FS, End- USer
	1.5. Purchase of materia and/or services	als		3 hours	EMS Staff, GSD
	1.6. Implementation of reworks	epair			
Total Number of Days	1		10 hours	and 5 minutes	





Request for Repair and Maintenance Services (Thru BAC Procurement)

Office or Division:		Gener	General Services Division (GSD)		
Classification:		Simple	e Transacti	on	
Type of Transaction:		Gover	nment-2-G	overnment	
Who May Avail:		DOE E	Employees		
CHECKLIST OF	REQUIREMENTS			WHERE TO SECU	RE
1. Request for Services		0	General Services Divisi Maintenance S		• •
CLIENT STEPS	AGENCY ACTION	S	FEES	PROCESSING	PERSON
			TO BE	TIME	RESPONSIBLE
			PAID		
 Prepare and submit duly accomplished Request for Services (RFS) to GSD 	1.1. Receive and Numb of duly accomplishe RFS from End-Use	ed		5 minutes	GSD Engineering and Maintenance Section (EMS)
	1.2. Inspection and preparation of scop works	e of	None	2 hours	Staff and Supply and Property Management Section (SPMS)
	1.3. Canvass of spare p and/or services	arts		4 hours	
		iments		4 hours 2 hours	GSD, AS-OD, AS- PMD, BD-FS, End-User



Request for Supplies and Materials

Office or Division:	Office or Division:		General Services Division			
Classification:		Simple Trans	action			
Type of Transaction	ו:	Government-	2-Government			
Who May Avail:		DOE Employe	ees			
CHECKLIST O	F REQUIREMENTS		WHERE TO SEC	URE		
1. Requisition Issue	Slip (RIS)		ices Division - Su Section (GSD-SF	pply and Property PMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 End-User prepares and submits duly accomplished Requisition and Issue Slip (RIS) to General Services Division (GSD – SPMS) 	 GSD – SPMS receives the approved RIS of supplies and materials requested NOTE: Schedule of Acceptance of RIS is every Mondays and Wednesdays at 8:00AM to 11:30AM 	None	5 minutes	Supply/Property Officer		
	 2. GSD – SPMS checks based on Annual Procurement Plan (APP) and the availability of stocks in the warehouse 2.1 If not available, GSD- SPMS informs the End- User thru Phone Call that there's no stock available 	None	1 hour 30 minutes	Supply/Property Officer Supply/Property Office		
	 GSD-SPMS prepares the supplies and materials for issuance 	None	1 hour	Supply/Property Officer		



Total Number of Da	ys	2 hours an	d 35 minutes	
	Releasing of Supplies every Tuesdays and Thursdays at 8:00AM to 4:00PM			
	NOTE: Schedule of			
	 GSD-SPMS releases the supplies and materials for issuance to end user 	None	30 minutes	Supply/Property Officer
	to end user based on the approved RIS			



INTERNAL SERVICES

RECORDS MANAGEMENT DIVISION



Request for Publication of DOE Issuances

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE			
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	CURE
1. Memorandum Reque Issuances	est for Publication of DOE		Requesting U	Init
2. Final and Official So	ft Copy of the Issuance			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAIDPROCESSING PROCESSING TIMEPERSON 		
1. Submit Memorandum Request for	1.1 Receive request for publication and proofread the e-copy vs. official copy		15 mins.	
Publication of DOE Issuance	1.2 Email the copy of the issuances and request for layout & quotation		5 mins.	
	 1.3 Gathered /reviewed lay- out & quotation from three (3) publishing companies and prepare memorandum/ documentary requirements for the BAC meeting 	None	2 Working Days	RMD Administrative Officer
	1.4 Coordinate with requesting unit and publishers for the date of publication		5 mins.	
	1.5 Prepare Letter Order and coordinate to the winning bidders/publishers		5 mins.	
Total number o	f days	2 Working d	ays & 30 minutes	

*This process is for simple transaction (4 to 5 number of pages of DOE Issuance)



Mailing / Postal Services

Office or Division:	Records Management Div	vision (RMD)		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Governme	nt		
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Request for Mailing/Postal	Form		RMD	
2. Letter			Client	
3. PHILPOST required form				
3.1 Registered Mails - Re (Blue Color)	gistry Return Receipt		RMD	
3.2 Express Mail - Philpos Orange Color)	st Express Form (White &		RMD	
3.3 Foreign Destination - Delivery/of Entry (Pink Co	•	RMD		
3.4 Domestic Parcel - Phi Form (Blue and White Co	•	RMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Mailing/Postal and Letter to be mailed in PHILPOST	1.1 Receive and check if the requirements are complete		5 mins	
required form	1.2 Sort and weigh mails according to type of postal service and destination		5 mins	
1.3 Indicate cost of postage based on the rates given by PHILPOST		None	5 mins	Records Officer/Staff, RMD
	1.4 Stamp Indicia in the envelope as required by PHILPOST		5 mins	
	1.5 Encode in the Mailing list the required information		10 mins	

Total Number of Days		2 Hours & 40 minutes	
	1.7 Deliver Mails to Post Office	120 mins	
	1.6 Prepare the Certificate of Mailing	10 mins	

*This process is for single request.



Messengerial Delivery Service

Office or Division:	Records Management Div	vision (RMD)		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus/Services/Offices of DOE			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Request for Messengerial Form No. 1)	Delivery Service (RMD	DOE	- Records Manage	ment Division
2. Complete details in the en Company and Correct Addre			Concerned Emp	loyee
3. Correct and complete doc	uments			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submit mails to be delivered with attached Request RMD Form No. 1 (properly filled-up) 	1.1 Stamp received RMD Form No. 1 and indicate the date and time of receipt. This form must be in two copies		5 mins.	
	1.2 Encodes in the Messengerial Monitoring System (MMS) the mails for personal delivery and indicate generated control number in the mail and RMD Form No. 1	None	20 mins.	Records Officer, RMD
	1.3 Sort mails according to destination and put these in the destination box		5 mins.	
	1.4 Properly accomplish External Messengerial		20 mins.	Staff, RMD



Total Number of Days		2 hours & 50 minutes
	Report (EMSMR) Form No. 1(a) 2016 1.5 Deliver the Mails according to their scheduled day of dispatching	2 hours
	Service Monitoring	

• This Process is for single request.



INTERNAL SERVICES

TREASURY DIVISION



Petty Cash Disbursement

Release of petty cash to DOE employees/internal clients for emergency purposes so as not to impair the operation of a particular Bureau/Division.

Office or Division:	TREASURY DIVISION (TD)				
Classification:	Simple Transaction	Simple Transaction			
Type of Transaction:	Government to Client (G	2C); Government	to Government (G	2G)	
Who may avail:	Internal Clients				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECU	JRE	
 Petty Cash Voucher (PCV) Certificate of Emergency Other documents as required (e.g. Canvasses/Quotations from at least three (3) suppliers, Summary/Abstract of Canvass, Official Receipt, Requisition & Issue Slip, Inspection & Acceptance Report, Report of Waste Material, Justification) 		Concerned Bureau / Division (End-User)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PROCESSING PERSON PAID TIME RESPONSIBL			
1. Submit PCV (with Box A already approved) and the corresponding supporting documents	1.2 Receive and check/review PCV and its supporting documents	Non-stock Supplies and Materials	3 minutes	Administrative Officer (AO) V	
	1.2 Compute VAT	Medicines	2 minutes	AO V	
	and/or EWT to be deducted from the Gross Amount	Repairs & Maintenance (emergency)			
	(if applicable)	Postage & Courier Services (emergency)			
	1.3 Approve/Sign		3 minutes	AO V / TD Chief	
	PCV	Other Emergency			



	are complete and			
	verified)			
		_		101/
	1.4 Call end-user for		3 minutes	AO V
	release of			
	payment or			
	submission of			
	lacking docs or			
	return of PCV for			
	compliance			
	compliance			
<u> </u>		_		101/
 Receive petty cash and sign on the 	2.1 Release petty		2 minutes	AO V
PCV	cash payment and require signature			
	of end-user on the PCV			
3. Receive relevant	3.1 Photocopy PCV	_	2 minutes	Disbursing Officer /
			2 minutes	AO V
documents	and relevant			
	documents for			
	end-user copy			
	and for liquidation &			
	filing purposes			
Total Processing Time			15 minutes	



PROCUREMENT MANAGEMENT DIVISION (PMD)

INTERNAL SERVICES

- 1. Request for Certification of various PMD Documents
- 2. Numbering and Monitoring of Purchase Requests
- 3. Request for Inclusion in Supplemental APP
- 4. Procurement thru Public Bidding (ISO Certified)
- 5. Procurement thru Section 53.9: Small Value Procurement (ISO Certified)



Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)			
Who May Avail:	Bureaus / Services / Offic	es of DOE	Officials/Employees	
CHECKLIST OF R (as appli	cable)		WHERE TO SE	CURE
1. Request Slip duly signed Unit	by Head of Concerned		PMD receiving	area
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 End-user / Supplier submits Request Slip 	 1.1 Receive and Log the Request on the following: a) Non-availability / availability of Common Supplies /Office Supplies / ICT Supplies from DBM-PS b) Non-availability of Flights c) Certified true copy of BAC related documents d) Certified true copy of Purchase Order (PO) and other procurement related contracts e) Others documents 	None	10 minutes	Receiving Staff, Procurement Management Division

	1.2 Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minutes	Receiving Staff, PMD Administrative Officer III, PMD
	1.3 Prepare the requested certification		10 minutes	AO III, PMD
	1.4 Review / approve the requested certification		5 minutes	Supv. AO / Chief AO, PMD
	1.5 Issue the copy of the requested certification		5 minutes	AO III, PMD
Total Number of Days	1	40 Min	utes	1



Numbering and Monitoring of Purchase Requests

Office or Division:	Procurement Managemen	t Division (PMD)	
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Office	es of DOE	(End-users)	
CHECKLIST OF R	• -		WHERE TO SE	ECURE
(as appli 1. Copy of End-user's PPMF				
	ocation to End-user based	DOE	Intranet under Dow	nloadable Forms
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number 	1.1 Receives the Purchase Request, checks the completeness as to signature, concerned end-users, item description, amount and numbers the said PR for Control Number		15 Minutes	Administrative Officer III, Procurement Management Division
	1.2 Reviews/checks the PR based on End- user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)	None	5 Minutes	Supv. AO (SAO), PMD
	 Validate PR entries and Approves/Initials the numbering of the Purchase Request (PR) 		5 Minutes	Chief AO, PMD

	1.4 Records the details of the said Purchase Request (PR) and return numbered PR to End-user	5 Minutes	AO III, PMD
	1.5 PR ready for pick-up be end-user		
Total Number of Days	30	Minutes	



Request for Inclusion in Supplemental APP

Of	fice or Division:	Procurement Management Division (PMD)				
Cla	assification:	Simple Transaction				
	pe of ansaction:	Government-2-Government (Compliance to RA 9184 and its IRR, Annual Procurement Plan (APP)/Supplemental APP)				
W	no May Avail:	Bureaus / Services / Offices of DOE as End-users				
С	HECKLIST OF RE ap	EQUIREMENTS (as WHERE TO SECURE pplicable)				
1.	Project Procureme	nt Management Plan (PPMP)				
2.	Memorandum Req Supplemental APP	uest for inclusion in the	•	End-user		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	End-user Memo request for inclusion in the SAPP along with Project Procurement Management Plan (PPMP)	1.1 PMD receive and log submitted request for inclusion in SAPP		10 minutes	Administrative Officer III, Procurement	
		 Review, validate and evaluate, recommend approval of Request. 	None	30 minutes	Management Division	
		1.3 Input the approved request in the draft consolidated SAPP		10 minutes		
		1.3(a) BAC deliberates on the draft SAPP			BAC	
		1.4 Prepare BAC Resolution to recommend approval of SAPP to HoPE		10 minutes	AO III, PMD	

1.5 Provide copy of approved SAPP to End-user	10 minutes	Chief AO, PMD AO III, PMD
Total Number of Days	1 Hour & 10 Minutes	;



Procurement thru Public Bidding

Note: This process is ISO Certified.

Office or Division:	Procurement Management D	Division (PMD)	
Classification:	Highly Technical Transaction	ו		
Type of Transaction:	Government-2-Government (Compliance to RA 9184)			
Who May Avail:	Bureaus/Services/Offices of	DOE (Er	nd-users)	
CHECKLIST OF REQU	JIREMENTS (as applicable)	WHER	E TO SECURE	
 Copy of approved A Approved and Numb (PR)/ Request for Se Technical Specificat approved by the Bur 	est to DOE BAC Chair PP or Supplemental APP bered Purchase Request ervices (RFS) ion/Terms of Reference reau/Service Director I of the Activity (if applicable)	End-Us	er's Division / Bure	eau
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING	PERSON
		TO BE PAID	TIME	RESPONSIBLE
1. Submission of Procurement Request	1.Recording of received documents	NONE	5 minutes	Receiving Clerk
2.1 Completion of required documents	2.Checking for the completeness of document.2.1. If incomplete, return to end-user		15 minutes	BAC Secretariat Section (BSS)
	3.Endorsement to BAC		15 minutes	BAC Secretariat
	4.BAC endorse to TWG for Evaluation		(15 minutes)	BAC Chairperson
5.1 Completion of required documents	 5.TWG evaluation of procurement documents 5.1. If incomplete, return to end-user for submission of required documents 		(5 days)	BAC TWG

6. End-user confirms attendance to BAC Meeting	 5.2. If complete, endorsed to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement 6.Arrangement for BAC meeting 	2 hours	BAC Secretariat
7.2. End-user to revise/correct the TOR	 7. Pre-procurement deliberation 7.1. If approved, TWG endorsed to BAC Sec for posting 7.2. If not approved return to end-user for revision/correction TOR 	(1 day)	BAC/ BAC–TWG
	 8. Preparation of Invitation to Bid and bid documents. 8.1. Endorsed to end user for confirmation prior to posting 	1 day	BAC Secretariat
8.1 End-user reviews and confirms Bid Documents			
	9. Posting of Bid Opportunities	1 day (21 days from posting to opening)	BAC Secretariat
	10. Issuance of Bid Documents to the bidders	30 min (included in 21 days)	BAC Secretariat Section
11.End-user confirms attendance to BAC Meeting	11. Arrangement for BAC meeting for Pre-Bid Conference	2 hours (included in 21 days)	BAC Secretariat
	12. Conduct of Pre-bid Conference	1 hour	BAC/BAC TWG

		(included in 21	
13.1 End-user reviews and confirms Bid Bulletin	 13. Posting Bid Bulletin, if applicable 13.1. Endorsed to end user for confirmation prior to posting 	days) 1 day (At least 12 days from opening of bids but not earlier than 7 days from posting) (included in 21 days)	BAC Secretariat
14End-user confirms attendance to BAC Meeting	14. Arrangement for BAC meeting for Pre-Bid Conference	2 hours (included in 21 days)	BAC Secretariat
	 15. Bid Opening 15.1. BAC Declare the Lowest Bid as read 15.2. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility 15.2.1. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 7 days, 15.2.2. BAC Sec immediately notify the bidder of the BAC decision 15.3. If there is no eligible bidder, the BAC declares a failure of bidding. 15.3.1. Return to End-User for mandatory review and go back to Step No. 8 for reposting or 	(21 days from posting)	BAC/BAC TWG

15.3 End-users conducts review of TOR and resubmit to TWG or Recommends cancellation of procurement	15.3.2. Recommends for cancellation of procurement .		
	 16. Preliminary Bid Evaluation 16.1. TWG presents the result of the preliminary bid evaluation 16.2. BAC Confirms the Bidder with the lowest calculated bid and TWG proceeds with Post Evaluation 16.2.1. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility 16.3. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days, 16.3.1. BAC Sec immediately notify the bidder of the BAC decision\ 16.4. If there is no eligible bidder, the declares a failure of bidding. 16.4.1. Return to End-User for mandatory review go back to Step No. 8 for reposting or 	(within 7 days after opening of bids) Included in the Maximum of 15 days of evaluation upon bid opening	BAC/BAC -TWG

	16.4.2. Recommends		
	for cancellation of		
	procurement .		
17.End-user submits	17.Post Qualifications/	(15 day period	BAC -TWG
post qualification	Evaluation	of evaluation	
result to TWG	17.1. If the lowest bidder	upon bid	
	as read is qualified	opening)	
	proceed to Step No.	opolinig)	
	18.	Maximum	
	17.2. If the bidder with the	required under	
	lowest bid as read is	RA 9184,	
	found to be	Extension	
	noncompliant, the	subject to	
	TWG presents the	-	
	result of the post	approval of	
	qualification/	HoPE	
	evaluation		
	17.3. BAC Confirms the		
	post disqualification of		
	lowest bidder and		
	BAC Secretariat		
	issues a Notice of		
	Post-disqualification		
	17.3.1. If the post-		
	disqualified bidder		
	request for		
	reconsideration,		
	BAC resolves the		
	request for		
	reconsideration		
	within 3 days,		
	17.3.2. BAC Sec		
	immediately notify		
	the bidder of the		
	BAC decision		
	17.3.3. TWG repeats		
	the process of post		
	evaluation for other		
	eligible bidders		
	17.4. If there is no eligible		
	bidder, the declares a		
	failure of bidding.		
	17.5. Return to End-User		
	for mandatory review		

	go back to Step No. 8		
	for reposting or		
	17.6. Recommends for		
	cancellation of		
	procurement .		
18 End-user confirms	18. Arrangement of BAC	2 hours	BAC Secretariat
attendance to BAC	Meetings	2 110010	
Meeting	mootinge		
19.End-user Signs	19. Presentation of TWG	(1 day)	BAC/TWG / BAC
the BAC Resolution	Evaluation for award	Included in th	
	19.1. If the bidder pass	15 days	Georetaliat
	the post-qualification,		
	TWG recommends for	maximum from	
	award	BAC Resoluti	
	19.2. If BAC declares the	to Issuance o	Ť
	lowest bidder as post-	NOA	
	disgualified the TWG		
	repeats the process of		
	post-qualification for		
	subsequent next		
	ranked bidder until the		
	last eligible bidder.		
	19.2.1. BAC Sec.		
	Notify the Bidder		
	19.3. If all eligible		
	bidders have been		
	disqualified BAC		
	declares a failure of		
	Bidding		
	19.4. Return to		
	End-User for		
	mandatory review		
	and go back to Step		
	No. 8 for reposting		
	or		
	19.5. Recommends		
	for cancellation of		
	procurement		
	20. Endorsement of BAC	1 hour	BAC Secretariat
	Resolution/NOA for		
	approval of HoPE	Included in th	e
		15 days	-
		maximum fro	m
		BAC Resoluti	

	21. Approval of BAC Resolution and NOA 21.1. HoPE approves and signs the BAC Resolution 21.2. HoPE exercises the Reservation Clause under RA9184	to Issuance of NOA (5 days upon recommendation by BAC) Included in the 15 days maximum from BAC Resolution to Issuance of	HoPE
	21.2.1. Return to BAC for appropriate action 22. Issuance of NOA	NOA (Within 15 days upon recommendation by BAC) Maximum days allowed under 9184	BAC Secretariat
23.End-user reviews the draft contract and ensure the supplier post the performance security and process the approval of Contract	 23. Approval of Contract 23.1. HoPE and Supplier approves and signs the Contract 23.2. HoPE exercises the Reservation Clause under RA9184 23.2.1. Return to BAC for appropriate action 	(Within 10 days upon issuance of NOA) Maximum days allowed under RA 9184)	HoPE
	 24. Approval of Notice to Proceed (NTP) 24.1. HoPE approves and signs the Contract 24.2. HoPE exercises the 	(Within 7 days upon approval of Contract) Maximum days allowed under RA 9184	HoPE

Reservation Clause under RA9184 24.2.1. Return to BAC for appropriate action				
25. Issuance of NTP	Within 7 daysProcurementupon approvalPlanning andof Contract,ContractMaximum daysManagementallowed underSectionRA 9184Value			
Total Number of Days (For Complete Process)90 Days, 4 Hours & 50 MinutesTotal Number of Days For Procurement Management Division20 Days, 10 Hours & 5Minutes				



Procurement thru Section 53.9: Small Value Procurement

Note: This process is ISO Certified.

Office or Division:	Procurement Management Division (PMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)				
CHECKLIST OF R (as applicable)	CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
 Memorandum R Copy of approve APP Approved and N Request (PR)/ F Technical Speci Reference appro Bureau/Service 	emorandum Request to DOE BAC Chair opy of approved APP or Supplemental PP pproved and Numbered Purchase equest (PR)/ Request for Services (RFS) echnical Specification/Terms of eference approved by the ureau/Service Director ecretary's approval of the Activity, if oplicable		End-User's Division / Bureau FEES PROCESSING TO TIME BE PAID		
1. Submission of Procurement Request	 Recording of received documents 	NONE	5 minutes	Receiving Clerk	
2.1 Completion of required documents	 Checking for the completeness of document. If incomplete, return to end-user 		15 minutes	BAC Secretariat Section	
	3. Endorsement to BAC		15 minutes	BAC Secretariat	
	4. BAC endorse to TWG for Evaluation		(15 minutes)	BAC Chairperson	

5.1 Completion of required documents	 TWG evaluation of procurement documents If incomplete, return to end-user If complete, If complete, If 50,000 and below, no posting, proceed to Step No. TWG Bid Evaluation 	(3 days)	BAC TWG
	5.2.2. If above 50,000.00, posting is required, proceed to Step No. 6		
6.1 Review and confirmation of RFQ	 6. Preparation of RFQ for Posting 6.1. RFQ endorsed to end user for confirmation prior to posting 	1 day	BAC Secretariat Section
	 Posting of Bid Opportunities at DOE and PhilGEPS website 	(3 days) minimum allowed u RA9184	
	 Endorsement of submitted quotations to TWG 	1 day	BAC Secretariat
9.1 End-user conduct technical evaluation	 9. Bid evaluation. 9.1. End-user evaluation 9.2. TWG Evaluation 	(3 days)	BAC TWG
10.End-user confirms attendance to BAC Meeting	10. Arrangement for BAC meeting	2 hours	BAC Secretariat
	 11.BAC Deliberation 11.1. If successful procurement, recommend for award 11.2. If failure of bidding; 	1 day	BAC/BAC TWG

11.2.End-user conduct mandatory review and revision of TOR or recommends cancellation of procurement	 11.2.1. Re-posting with mandatory review of TOR by end-user, or 11.2.2. Cancellation of Procurement 11.3. BAC Secretariat prepares Resolution 		
12.End-user affix signature in the Resolution	12. Endorsement of BAC Resolution/NOA for approval of HoPE	1 hour	BAC Secretariat
	13. Approval of BAC Resolution and NOA 13.1. HoPE approves and signs the BAC Resolution and NOA 13.2. HoPE exercises the Reservation Clause under RA9184 13.2.1. Return to BAC for appropriate action	(5 days upon recommendation by BAC, recommended period under RA 9184) Included in the 15 days issuance of NOA	HoPE
	14. Issuance of NOA	10 days (Within 15 days upon recommendation by BAC, Maximum days allowed under 9184)	BAC Secretariat Section
	15. Preparation and endorsement of Purchase Order (PO) to End-user	3 hours	Procurement Planning and Contract Management Section

16. End-user process the approval of PO	17. Approval of PO		(2 days)	Budget and Accounting Division
	18. Issuance of PO to Supplier	_	10 days maximum period after issuance of NOA. Maximum days allowed under RA 9184	Procurement Planning and Contract Management Section
Total Number of Days		39 days 6 Hours and 50 minutes		
Total Number of Days For Procurement Management Division		13 Day	rs, 6 Hours & 35 N	linutes

LEGAL SERVICES



LEGAL SERVICES (LS)

SUMMARY OF PROCESSES

Internal Services

General Legal Services Division

PROCESSES	DURATION	CLASSIFICATION
1. Certificate of No Pending Administrative Case	1 Working Day	Simple



Internal Services

GENERAL LEGAL SERVICES DIVISION (GLSD)

PROCESSES

1. Certificate of No Pending Administrative Case



Certificate of No Pending Administrative Case

Office or Division:		General Legal Services Division (GLSD)				
Classification:		Simple Transaction				
Type of Transaction:		Internal/Within DOE				
Who May Avail: DOE Employees			d Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
 Travel Order, or Office Clearance 		Appropriate authority				
CLIENT STEPS	AC	SENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of travel order or office clearance, as the case may be 	the C Pend reque	he GLSD shall draft certificate of No ing Case upon estee's submission quirements.	None	1 dou	GLSD staff	
2. Signing of the Certificate	Certif signe GLSI	he draft No Pending ficate shall then be d by the Chief of D, or authorized onnel in case of her nce.		1 day	Chief, GLSD	
То	Total Number of Days			1 day	y	

OFFICES



CONSUMER WELFARE AND PROMOTION OFFICE (CWPO)



CONSUMER WELFARE AND PROMOTION OFFICE (CWPO)

SUMMARY OF PROCESSES

External Services

PROCESSES	DURATION	CLASSIFICATION
 Concerns Handling Process (ISO Certified) 		
a. For Walk-In Customers	3 Hours	Simple
b. For Online Customers	2 Hours	Simple
c. For Live Customers (through Phone Calls, SMS, Chat, Viber, and similar platforms)	3 Hours	Simple
d. For Post Mail Transactions	16 Hours (2 working days)	Simple



Concerns Handling Process for Walk-In Customers

Note: This process is ISO Certified.

Office or Division:		Consumer Welfare	and Prom	notion Office (CV	VPO)
				× ×	,
Classification:					
Type of Transaction		Government-2-Citizen			
Who May Avail:		Individuals with con consuming product		er related conce	erns
CHECKLIST O	F REQ	UIREMENTS		WHERE TO S	ECURE
Filled-out (Compla	int Form		CWPO Of	fice
CLIENT STEPS	AGE	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Customer lodges concern to the CWPO Office and fill-out the provided complaint form	 1.1 Receive concerns and interview customer 1.2 Evaluate/assess data, information, and evidence provided 1.3 Formulate recommendations with the participation of the customer and secure approval from the Division Chief 1.4 Discuss the final recommendation with the customer as approved by the Division Chief 			0.50 hour	Admin Aide / Assigned CWPO staff
				1.25 hour	Assigned CWPO staff
			None	0.50 hour	Assigned CWPO staff / Division Chief
				0.50 hour	Assigned CWPO staff

2. Customer concurrence with the recommendation and action to be taken	2.1 Record the transaction in the database	0.25 hour	Assigned CWPO staff			
Total Number of Hours 3 Hours Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.						

2. Concerned Offices have their own process flow for addressing the endorsed concerns.



Concerns Handling Process for Online Customers

Note: This process is ISO Certified.

		Conqueror Malford	and Dramat	ion Office (CM/D	\mathbf{a}
Office or Divisio	n:	Consumer Welfare and Promotion Office (CWPO))
Classification:	1	Simple Transaction			
Type of Transacti	on:	Government-2-Citize	en		
Who May Avail	:	Individuals with conc consuming products			
CHECKLIST C		UIREMENTS		WHERE TO S	ECURE
Details	s of Con	cern		From Custo	omer
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer lodges concern	1.1 Check for unattended concerns			N/A	Assigned CWPO staff
	 1.2 Analyze concerns and identify appropriate action 1.3 Formulate appropriate response (provide information/advice, endorse to concerned offices) 1.4 Communicate the appropriate response to the customer 			1.25 hour	Assigned CWPO staff
			None	0.50 hour	Assigned CWPO staff
				N/A	Assigned CWPO staff
		cord the transaction he database		0.25 hour	Assigned CWPO staff
Total N	Total Number of Hours			2	Hours

Note:1. CWPO continuously monitors concerns endorsed to other offices until addressed.2. Concerned Offices have their own process flow for addressing the endorsed concerns.



Concerns Handling Process for Live Customers (through Phone Calls, SMS, Chat, Viber, and similar platforms)

Note: This process is ISO Certified.

Office or Division:		Consumer Welfare and Promotion Office (CWPO)			
Classification:		Simple Transaction			
Type of Transaction:		Government-2-Citizen			
Who May Avail:		Individuals with concern/s on energy-related services, energy- consuming products, and other related concerns			
CHECKLIST C	F REQ			WHERE TO S	
Details	s of Con	cern		From Custo	omer
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer lodges concerns	 1.1 Receive concerns 1.2 Engage in live conversation with the customer 1.3 Analyze concerns and identify appropriate action 1.4 Formulate appropriate response (provide information/advice, endorse to the concerned offices 			N/A	Assigned CWPO staff
				0.75 hour	Assigned CWPO staff
				1.25 hour	Assigned CWPO staff
			None	0.50 hour	Assigned CWPO staff
	app to tl	.5 Communicate the appropriate response to the customer via live communication		0.25 hour	Assigned CWPO staff
1.6 Record the transaction in the database			0.25 hour	Assigned CWPO staff	
Total N	lumber	of Hours		3 H	lours

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.

2. Concerned Offices have their own process flow for addressing the endorsed concerns.



Concerns Handling Process for Post Mail Transactions

Note: This process is ISO Certified.

Office or Divisio	n:	Consumer Welfare and Promotion Office (CWPO)			
Classification:		Simple Transactio	on		
Type of Transac	tion:	Government-2-Cit	tizen		
Who May Avail:			concern/s on energy-related services, energy- ucts, and other related concerns		
CHECKLIST	OF REC	UIREMENTS	WHERE TO SECURE		
Deta	ails of Cor	ncern		From Custome	r
CLIENT STEPS	AGEN	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer lodges concern	1.1 Rece conce	eive and record ern		0.25 hour	Admin Aide / Assigned CWPO staff
		yze concerns and tify appropriate n		1.25 hour	Assigned CWPO staff
	(ackn endo	communication nowledgement, rsement, and/or re/response)		3 hours	Assigned CWPO staff
	of the	ew and approval e prepared nunication	None	1.75 hour	Supervisor / Division Chief
	for si	ize nunication gnature of ervising Official		0.50 hour	Assigned CWPO staff
	to Su for si	nit communication pervising Official gnature		8 hours (including lag time)	Supervising Official
	comr conc	ord and Transmit nunication to erned office/s customer		1 hour	Admin Aide / Assigned CWPO staff
		ord/Update the action in the base		0.25 hour	Assigned CWPO staff
		of Hours		-	Hours ing Days)

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.

2. Concerned Offices have their own process flow for addressing the endorsed concerns

INVESTMENT PROMOTION OFFICE (IPO)



INVESTMENT PROMOTION OFFICE (IPO)

SUMMARY OF PROCESSES

External Services

PROCESSES	DURATION	CLASSIFICATION
 Provision of Investor Assistance and Support (Information Request Through E-mail In lieu of Walk-in Information Request) (ISO Certified) *if not available 	2 Hours 8 Hours	Simple
2. <u>Provision of Investor Assistance and Support</u> (Request for Virtual Meeting Through IPO) (ISO <u>Certified</u>)	6 Hours	Simple

Provision of Investor Assistance and Support (Information Request Through E-mail in lieu of Walk-in information request)

Office or Division:	Investme	Investment Promotion Office (IPO)				
Classification:	Simple T	ransaction				
Type of Transaction:	Governm	ent-2-Citize	en / Gove	ernment-2-Business /	Government-2-	
		Government				
Who may avail:		Individuals / entities who seek assistance in doing investments in				
	the energ	the energy sector				
CLIENT STEPS	AGENCY AC		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Investor requests	2. IPO Staff red	cords the			Investor	
information via e-mail	transaction i IASR Syster				Staff, IPO	
	2A. If the info is available at the IPO, the IPO staff packages the information needed by the investor		None		Staff, IPO	
	2A.1 The IPO Staff packages the information needed by the investor and proceeds to 4				Staff, IPO	
	2B. If the inf is not avail the IPO, th Staff reque information the concer unit/s	able at le IPO ests the h from			Concerned Unit/s	

Note: This process is ISO Certified.

2B.1 If the	
information is	
available from	
other units, the	
concerned unit/s	
sends the	Staff, IPO
information to	
IPO and	
proceeds to 3	
2B.2 If the	
information is not	
available from	
other units, the	
IPO staff conducts	Staff, IPO
research on the	
inquiry of the	
investor	
3. The IPO Staff	
packages the	
information for the	Staff, IPO
approval of the IPO	
 Chief	
3A. If the IPO Chief	
approves the draft	
reply to the investor,	
the IPO Chief / Staff	
sends the	Staff, IPO
information via email	
with the link to the	
DOE-IPO Client	
Satisfaction	
Measurement (CSM)	
and proceeds to 5	
3B. If the IPO Chief	
does not approve	
the draft reply to the	Chief, IPO
investor, the IPO	
 Staff goes back to 3	
4. The IPO Chief / Staff	
sends the information	0, 4, 150
via e-mail with the link	Staff, IPO
to the DOE-IPO Chief,	
IPO CSM	
5 The IPO Chief / Staff	
ends the transaction in	IPO Chief / Staff
the IASR System	
THE FAON OYSIGHT	

	5A. If the investor submits the filled-out CSM Form, the Transaction is ended	Investor
	5B. If the investor does not submit the filled-out CSM Form, the IPO Staff follows up the submission of the filled-out CSM Form for the second time, and the transaction is ended.	Chief / Staff, IPO
Total number of Days:	If the information is Available at IPO If the information is not Available at I	2 HoursPO8 Hours



Provision of Investor Assistance and Support (Request for a Virtual Meeting)

Note: This process is ISO Certified.

Office or Division:		Investment Promotion Office (IPO)				
Classification:		Simple Transaction				
Type of Transaction:		Government-2-Citizen / Government-2-Business / Government-2- Government				
Who may avail:		Individuals / entities the energy sector		ek assistance in doing	investments in	
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Requests virtual meeting with IPO	eva	e IPO Staff aluates the request			Investor	
	energ IPO s transa Syste pro	2A. If the meeting is energy-related, the IPO staff records the transaction in the IASR System and proceeds to 4			Staff, IPO	
	ene IPC dra apj Ch inv cor ene rec	2B If the meeting is not energy-related, the IPO staff prepares the draft response for the approval of the IPO Chief informing the investor that the concern is not energy-related, and recommends to the appropriate Agency, if			Staff, IPO	
	ap re se to th	2B.1 If the IPO Chief approves the draft reply, the IPO Staff sends the draft reply to the investor and the transaction is ended			Staff, IPO	

	2B.2 If the IPO Chief does not approve the draft reply, the IPO Staff revises the draft reply for approval of the IPO Chief and goes back to 3B		Chief, IPO / Staff
	3. The IPO Staff schedules the virtual meeting		Staff, IPO
	4. The IPO Staff finalizes the schedules, creates an online appointment invitation, and sends the meeting link to the investor		Staff, IPO
	5. IPO Staff ends the Transaction in the IASR System		Staff, IPO
	 The virtual meeting is conducted as scheduled 		Investor Staff, IPO
	 The IPO Staff requests for evaluation of the service provided by IPO from the investor and sends the link to the DOE- IPO Client Satisfaction Measurement (CSM) 		Staff, IPO Investor
Total number of Days:		6 Hours	

PUBLIC AFFAIRS OFFICE (PAO)



PUBLIC AFFAIRS OFFICE (PAO)

SUMMARY OF PROCESSES

External Services

PROCESSES	DURATION	CLASSIFICATION
1. <u>Arrangement of Phone and On-Cam</u> Interviews with Media	1 Working Day	Simple
2. Tri-Media and stakeholders Inquiries	3 Working Days	Simple
 Media Sends in Sponsorship or Solicitation Letter 	3 Working Days	Simple



Arrangement of Phone and On-Cam Interviews with Media

This applies to all interview requests through SMS, call, or Viber to DOE Public Affairs Office

Office or Division	Public Affairs Office (PAO)					
Classification:	Simple Transaction					
Type of Transaction:	Government-2-Business a	Government-2-Business and Government-2-Government				
Who May Avail:	Media					
Checklist of Requirements	Details of inquiry/request					
CLIENT STEPS	AGENCY ACTIONS	AGENCY ACTIONS FEESTO PROCESSING PERSON BEPAID TIME RESPONSIBLE				
1. Arrangement of Phone and On-Cam Interviewswith Tri- Media	1.1 Public Affairs Head discusses the requested interview and issues to be discussed with the Secretary. Subsequently, if it conflicts with the Secretary's schedule, or the Spokesperson is unavailable to take the interview, it would immediately be referred to the concerned Undersecretary, Assistant Secretary, or Director. Upon their acceptance/ approval, coordination within the Office of the DOE Officials and the concerned media is undertaken by the Public Affairs Staff. (15-30 minutes)	None	0.25 Working Day	Public Affairs Head / Public Relations Officers		

1.1.1 Confirm the Request		Public Affairs Head
1.1.1.1 For accepted on- cam interviews, Public Relations Staff will assist the media in setting- up the interview areas.		
For interviews via Zoom, the Public Affairs Staff set up ameeting link 15 minutes before the actual date of the interview (5-10 minutes).	0.50 Working Day	Public Relations Officers
For phone-in-mediaand stakeholder's immediate response is given by the Public Affairs Head and Staffotherwise it is referredto the concerned Directors if further details and data were asked.		
For interviews on special reports, whether on-cam or on-site, discussion and coordination for the appropriate schedule between the DOE official and media concerned is done immediately upon the approval/ acceptance of the written (1-2 days upon the receipt of the written request)		
1.1.2. For declined requests,the concerned media will be informed immediately. (5 minutes)	0.25 Working Day	Public Relations Officers
Total Number of Days	1 Work	ing Day



Tri-Media and Stakeholders Inquiries

This applies to all inquiries from media and stakeholders.

Office or Division	Public Affairs Office (P	Public Affairs Office (PAO)			
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Busine	ss and Go	vernment-2-Gove	ernment	
Who May Avail:	Public				
Checklist of Requirements:	Details of inquiry				
CLIENT STEPS	AGENCY ACTIONS FEES PROCESSING PERSON TO BE TIME RESPONSIBLE PAID				
	1.1 Public Relations Officers acknowledge andendorse concerns to appropriate bureaus. Daily schedule of answering queries received through the official DOE Social media sites is strictly observed by the officers in- charge.	None	3 days	Public AffairsOffice	
Total Number of Days 3 Working Days			orking Days		



Media Sends in Sponsorship or Solicitation Letter

This applies to all sponsorship or solicitation requests from requesting agencies.

Office or Division	Public Affairs Office (PAO)					
Classification:	Simple Transaction					
Type of Transaction:	Government-2-Business and Government-2-Government					
Who May Avail:	Government Agencies	Government Agencies, Universities, Media, Private Companies				
Checklist of Requirements:	Request letter					
CLIENT STEPS	AGENCY ACTIONS	FEESTO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE		
 Media sends in sponsorship or solicitation letters fromthe media 	1.1 Public Affairs Office will receiveand acknowledgethe letter of sponsorship or solicitation from requesting agencies.		1 Working Day	Requesting Party / Public Affairs Office		
	1.2 Public Affairs Officeacts on the requestresponding througha written reply.	None		Public Affairs Head		
	1.3 Signed letter will be transmitted by Public Affairs Officer to the requesting agency.		1 Working Day	Public Relations Officers		
	1.4 Scanned copy of the signed letterwillbe sent via e-mail.		1 Working Day			
	1.5 Original copy willbesent via post.					
Total Number of	of Days	<u> </u>	3 Wo	rking Days		

LUZON FIELD OFFICE (LFO)



LUZON FIELD OFFICE (LFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Certificate of Compliance</u> (COC) for Liquid Fuels Retail Outlet (LFRO) (ISO Certified)	20 working days	Highly Technical
2. <u>Issuance of Certificate of Non-Coverage</u> (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 working days	Highly Technical
3. <u>Issuance of Certification for Hauler (Own-</u> <u>Use)</u>	7 working days	Complex
4. <u>Issuance of License to Operate (LTO) for</u> <u>Refiller</u>	20 working days	Highly Technical
5. <u>Issuance of License to Operate (LTO) for</u> <u>Dealer</u>	20 working days	Highly Technical
6. <u>Issuance of License to Operate (LTO) for</u> <u>Retailer</u>	20 working days	Highly Technical
7. <u>Issuance of License to Operate (LTO) for</u> <u>Independent Hauler</u>	20 working days	Highly Technical

Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
8. <u>Conduct of Energy Audit to Government</u> Entities (GEs) Preliminary Energy Audit	20 working days	Highly Technical
9. <u>Conduct of Energy Audit to Government</u> <u>Entities (GEs) Virtual Preliminary Energy</u> <u>Audit</u>	20 working days	Highly Technical



ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

- 1. <u>Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)</u> (ISO <u>Certified</u>)
- 2. <u>Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for</u> <u>Own-Use Operation</u>
- 3. Issuance of Certification for Hauler (Own-Use)
- 4. Issuance of License to Operate (LTO) for Refiller
- 5. Issuance of License to Operate (LTO) for Dealer
- 6. Issuance of License to Operate (LTO) for Retailer
- 7. Issuance of License to Operate (LTO) for Independent Hauler



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

Note: This process is ISO Certified.

DOE-LFO issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels within Regions I, II, III, and CAR pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Luzon Field Office-Energy Industry Management Division (LFO-EIMD)				
Classification:	Highly Technical Transa	Highly Technical Transaction			
Type of Transaction:	Government-2-Business	;			
Who may avail:	Entities intending to eng	age in the business of retailing of Liquid Fuels			
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE			
New application/Ren expired COC (Late F					
I.Prior Notice					
	I notarized application e with the following 1 copy)				
number, fax r	ne, address, telephone number and e-mail e business office;	Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u>			
1.2 Location and Retail Outlet;	complete address of the and	Provided by Applicant			
representativ	ler/retailer or authorized e if orporation/cooperative				
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u> Provided by applicant			
II. Supporting Documents for New Application/Application of expired COC (Late Renewal)					
	py of the valid Supply ginal Supplier's Certificate	DOE-OIMB-registered distributor/supplier			

from an OIMB-registered distributor/supplier with validity period (1 copy)	
 Notarized Statement that the facility design and operation of the Retail Outlet is PNS- compliant signed by the Engineering Procurement Construction Contractor and dealer/retailer of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy) 	Engineering Procurement Construction Contractor/ Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u> (for the sample template) Provided by applicant
 List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy) 	Provided by applicant
 Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy) 	Engineering Procurement Construction Contractor
 Latest photographs (in 5R size photo paper) showing: 	
7.1 Full/front, right, and left side views of the retail outlet	
7.2 Required stickers/labels for RON, E10 and B2, among others	Provided by applicant
7.3 Price display board	
7.4 Safety and informational signs	
7.5 No Unleaded Markings	
8. DOE LTO/COC Clearance of No Pending Case (1 copy)	DOE-Legal Services
9. Payment of fee	Provided by applicant
III. Supporting Documents for Renewal	
 Filled-out and notarized application form complete with the following information: (1 copy) 	Officer of the Dou/Dresserer/
a. Business name, address, telephone number, fax number and e-mail address of the business office;	Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u> Provided by Applicant
b. Location and complete address of the Retail Outlet; and	

c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u> Provided by applicant
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	OIMB-registered distributor/ supplier
4. Latest photographs (in 5R size photo paper) showing:	
4.1 Full/front, right, and left side views of the retail outlet	
4.2 Required stickers/labels for RON, E10 and B2, among others	Provided by applicant
4.3 Price display board	
4.4 Safety and informational signs	
4.5 No Unleaded Markings	
5. DOE LTO/COC Clearance of No Pending Case (1 copy)	Legal Services
6. Photocopy of previous COC	Provided by applicant
7. Payment of Fee	Provided by applicant
IV. Renewal/Reportorial Requirements (Under oath; submitted every 30 th day of January)	
 Data on Purchase, Sales and Inventory in Volume (1 copy) 	Officer of the Day/Processors/ email: <u>lfo.eimd@doe.gov.ph</u> Provided by applicant
 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) 	OIMB-registered distributor/ supplier
Notes:	
 Original copy of the above documents shall be presented to LFO for authentication purposes 	

2. Incomplete set of accepted (walk-	of requirements will not be in applicants)			
corporation/com Certificate (for c Authorization Le required indicati	n is authorized to transact half of the			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Filing of application to Luzon Field Office (walk-in,courier/ postal mail) 	 Review of completeness of documents against checklist of requirement If complete, accept the application If incomplete, return to client. 	None		Officer of the day Energy Industry Management Division (EIMD)
2. Submission of application to EIMD	Receipt of Application 2.1 Receipt of application, and record application in EIMD Data Tracking System	None		Admin Staff Energy Industry Management Division
	2.2 Endorse application to evaluator-in- charge			
3. Filing of DOE COC Clearance of No Pending Case to Legal Services	 Evaluator prepares COC Clearance of No Pending Case to be signed by Division Chief and endorsed to Legal Services through email If no pending case, note continue processing of COC If with pending case, note hold in abeyance 	Administrative Fine, if applicable		Division Chief or Director Legal Services

	processing of COC and inform applicant on the pending case			
 Preparation of Order of Payment 	 Issuance of Order of Payment and Billing Statement (BS) for fees 	None		Staff/Collecting Officer Energy Industry Management Division
5. Payment of applicable fees	 5. Processing of payment and issuance of Official Receipt (for Cash payments) Note: Payments can be made through cash, bank deposit or bank fund transfer 	1. COC Application Fee (New and Late Renewal)– Php 3,100.00 2. COC renewal fee – Php 3,000.00		<i>Collecting</i> <i>Officer</i> Energy Industry Management Division
6. Processing of Application	6.1 Processing of application and preparation of COC	None	12 Working days	Science Research Specialist EIMD
	6.2 Review of the evaluation and action on the application	None		Supervising Science Research Specialist, EIMD
	6.3 Review of the evaluation and action on the application and endorsement to Office of the LFO Director	None	5 Working days	Division Chief EIMD
7. Approval of COC	7.1 Review and endorsement of application for Director's approval	None	3 Working days	Acting Executive Asst. Office of the LFO Director
	7.2 Review and approval of endorsed application	None	uuyo	<i>Director</i> Office of the LFO Director
Total Numbe	r of Days	·	20 Working Da	iys



Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

DOE-LFO issuance of Certificate of Non-coverage (CNC) to all persons engaged for ownuse operation in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Luzon Field Office - Energy Industry Management Division			
Classification:	Highly Technical			
Type of Transaction:	Governmnet-2-Business			
Who May Avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
 OIMB/FO duly acknowledged format letter- request containing the following information: (1 copy) 		Provided by Applicant		
 Business name, address, telephone number, fax number and e-mail address of the business office; 				
1.2 Location and complete a establishment; and	address of the			
1.3 Name of dealer/retailer of representative if partnership/ corporation/cooperative	or authorized			
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)		Provided by Applicant		
 Valid Membership Agreement of the fleet (1 copy) 		Provided by Applicant		
 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy) 		OIMB-registered distributor/ supplier		
 LTO/LTFRB/LGU docume the fleet of vehicles 	ents confirming	LGU		
 Memorandum of Agreeme operator accepting the following the applicant is the facility pro among others, the following pro 	ng obligations if vider containing,	Provided by applicant		

6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
 List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy) 	Provided by applicant
 Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy) 	Engineering Procurement Construction Contractor
 Accomplished DOE Form on Undertaking (1 copy) 	Provided by applicant
10. Latest photographs (in 5R size) showing:	Provided by applicant
10.1 Full/front, right, and left side views of the retail outlet	
10.2 Required stickers/labels for RON, E10 and B2, among others	
10.3 Price display board	
10.4 Safety and informational signs	
11. DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
12. Payment of fee	Provided by Applicant
Notes:	
 Original copy of the above documents shall be presented to LFO for authentication purposes 	
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to LFO	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the Day/ Assigned Staff, EIMD
SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case			
	2.1.1 If no pending case, note continue processing of COC	Administrative Fine, if applicable		Division Chief or Director, Legal Services
	2.1.2 If with pending case, note hold in abeyance processing of COC			
3. Filing of application to LFO	3.1 Issuance of order of payment for fees (Collecting Officer) and order of submission (EIMD)	None		Officer of the Day/Assigned Staff, EIMD
 Payment of Applicable fees 	4.1 Processing of payment and issuance of Official Receipt	CNC Fee – Php3,100.00		Collecting Officer
5. Submission of application to LFO	5.1 Official Acceptance of application5.1.1 Endorsement of application to EIMD	None	0.5 Working Day	Admin Staff, OD
	5.2 Receipt of application and assignment to EIMD		0.5 Working Days	Admin Staff, OD
	5.3 Receipt of application and assignment to respective section/		3 Working Days	Admin Staff, EIMD
	5.4 Evaluation/ Processing of application and preparation of CNC			Science Research Specialist, EIMD

	5.5 Verification and Field Validation on the	None	5 Working Days	SRS, EIMD
	application			
	5.6 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	Supv. SRS, EIMD
	5.7 Review and endorsement of application for Director's approval	None	5 Working Days	Division Chief, EIMD
	5.8 Review and approval of endorsed application	None		Director, LFO
6. Receipt of CNC	6.1 Release of approved application to respective division	None		Admin Staff, OD
	6.2 Encoding of CNC	None		Admin Staff, EIMD
	6.3 Release of application to client	None	1 Working Day	
	6.3.1 File copy of the application and action for safekeeping	None		
	6.3.2 Provide copy to EIMD	None		
Total Nur	nber of Days		20 Woi	king Days



Issuance of Certification for Hauler (Own-Use)

DOE-LFO issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Luzon Field Office - Energy Industry Management Division				
Classification:	Complex				
Type of Transaction:	Governement-2-Business				
Who May Avail:	a tank truck to whether by la	erator, owner, or proprietor of the Retail Outlet who owns of to transport Liquid Fuels for its retailing business, y land or via sea-cargo vessel from their sources directly on Retail Outlet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Prior Notice					
 1.1 Filled-out and notarized application form complete with the following information: (1 copy) 1.1.1 Business name, address, telephone number, fax number and e-mail address of the investment of the in		Provided by Applicant			
the business office; 1.1.2 Location and complete address of the establishment; and 1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		Hauler Application Form (Revised).pdf			
2. Supporting Documents True Copies)	(Certified				
2.1 LTO OR/CR of Tank Truck/s		LTO			
2.2 DOST Calibration Certificate for the Tank Truck/s		DOST			
2.3 Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit		BFP			
2.4 COC of Retail Outlet/s2.5 Payment of fee		Provided by Applicant			
Notes:					
1. Original copy of the abo documents shall be presented authentication purposes					
2. If the applicant is a repr the corporation/company; Secr Certificate (for corporation) or r	etary's				

	at the applicant/person act with DOE on behalf			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Filing of application to Luzon Field Office 	1.1 Reviews completeness of documents against checklist of requirement	None		Officer of the Day, Luzon Field Office
	1.1.1 If complete, staff issues order of payment for fees (treasury) and order of submission (Records Management Division)			
	1.1.2 If incomplete, staff returns documents to client.			
2. Filing of application to Luzon Field Office	2.1 Issues order of payment for fees (treasury) and order of submission (Records Management Division)	None		Officer of the Day, Luzon Field Office
3. Payment of applicable fees	3.1 Processes payment and issues Official Receipt	Certification for Hauler - Php 1,050.00		LFO Collecting Officer
4. Submission of application to Office of the Director Records	 4.1 Official Acceptance of application 4.1.1 Endorses Application To EIMD 	None	0.5 Working Day	<i>Receiver,</i> Office of the Director Records
	4.2 Receives application and assigns to respective division	None	3.5 Working Days	Admin Staff, Office of the FO Director

	application, and endorses to the Office of the Field Office Director 4.7 Reviews and approves endorsed	None		Respective Division Director, Office of the FO
	 approves endorsed application 4.8 Releases approved application to respective division 	None	 2 Working Days 	Office of the FO Director Admin Staff, Office of the FO Director
5. Release of Certification	5.1. Encodes Certification 5.2. Releases application to the	None		
	client 5.3. Files copy of the		1 Working Day	Admin Staff, Respective Division
	application and action for	None		DIVISION
		None		Division



Issuance of License to Operate (LTO) for Refiller

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Luzon Field Office - Ene	rgy Industry Management Division	
Classification:	Highly Technical		
Type of Transaction:	Government-2-Business		
Who May Avail:	Entities intending to eng	gage in the business of LPG as Refiller	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Notarized application form		Provided by applicant	
2. Checklist / directory of requ	uirements	Provided by Applicant	
3. Company profile			
4. Refilling plant profile			
5. List of transport motor vehi	icle per total company		
6. Attached supporting docur	nents:		
6.1. Executive briefer of ope	ration;		
6.2. Scaled layout plan per establishment, and Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)			
6.3. Business registration for the applied business activity; Articles		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable	
6.4. of Incorporation if SEC equivalent if DTI registered;	c registered or its		

6.5. Late if DTI regist	st GIS if SEC registered or its equivalent tered;	
6.6. Busi	ness permit for the applied business	Local Government Unit or
activity;		PEZA Certificate of Registration
the applied	eau of Internal Revenue registration for business activity;	Bureau of Internal Revenue (BIR)
6.8. Calit (lorry tank)	pration certificate per bulk motor vehicle	Department of Science and Technology (DOST)
6.9. Bure per motor v	eau of Fire Protection conveyance permit ehicle;	Bureau of Fire Protection (BFP)
	Safety Inspection Certificate for , and Fire Safety Clearance for Storage	
	upancy permit per establishment from the rnment Unit;	LGUs for every City or Municipality
6.12. Pern tank for LP0	nit to operate unfired pressure vessel per G business	Department of Labor and Employment (DOLE)
6.13. Envi establishme	ronmental compliance certificate per ent	Department of Environment and Natura Resources (DENR);
6.14. Nota contract or	rized certification on the supplier's agreement	LPG Supplier / Provided by Applicant
attached ce	of qualified service personnel with ertificate of training conducted by DOE training organization	In-house trainings of Oil Companies of LPG associations such as LPGIA and PLPGA (Provided by applicant)
	st digital photographs (5R Size with tamp) showing the following:	Provided by Applicant
6.16.1. establishme	Full and front and back views of the ent;	
6.16.2.	Weighing scale device/s;	
6.16.3.	LPG cylinders;	
6.16.4.	Safety and informational signs; and	
6.16.5. registered t	Display board showing the Facility ousiness name and address.	

16.17. Fire prevention and response manual; LPG spill prevention and response manual	
16.18. LPG spill prevention and response manual	
6.19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity	DOE - Office of the Legal Services
6.20. Notarized company secretary's certificate for authorized representative and signatory	Provided by Applicant
6.21. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	 1.1 Review of completeness of documents against checklist of 1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance) 			
	1.3 Incomplete submissions shall not be accepted			Officer of the
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			day/Assigned Staff, EIMD
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			

2.	Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			Office of the Legal Services
		2.2 If no pending case, prepare assessment for the payment of application fee			
		2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
		2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3.	Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		Collecting Officer
		3.2 Unpaid application shall not be received			
		3.3 COMs does not confirm payment / No OR presented; COMS does not confirm payment / No OR presented			
4.	Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	Admin Staff, OD
		4.2 Endorsement of application to EIMD			

	4.3 Receipt of application and assignment to EIMD		
	4.4 Received applications shall be stamped with both date and time and a unique control	0.5 Working Day	Admin Staff, OD
	4.5 Division acceptance of application for the issuance of LTO		
	4.6 Endorse application to assigned processor for the issuance of	3 Working Days	Admin Staff, EIMD
	4.7 Processing of application for the issuance of LTO	5 Working	Science
	4.8 Verification and Field Validation on the LTO application	5 Working Days	Research Specialist, EIMD
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief	5 Working Days	Supv. SRS, EIMD
	4.10 Review and endorsement of LTO application for Director's approval	E Morking	Division Chief, EIMD
	4.11 Review and approval of LTO application	5 Working Days	Director, OD
5. Release of LTO and acknowledgemer	5.1 Release of approved application atto EIMD		Admin Staff, OD

5.2 Release of application to client	1 Working Day Admin Staff, EIMD
5.3 File copy of the application and action for safekeeping	
5.4 Provide copy to EIMD	
Total Number of Days	20 Working Days



Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division: Luzon Field Office - Energy Industry Management Division				
Classification:	Highly Technical			
ype of Transaction: Government-2-Business				
Who May Avail:	Entities intending to engage in the business of LPG as Distributor			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
Tradename (via LPG	o Sell a Trademark or -filled pressure vessel)	Provided by Applicant		
2. Notarized application	form			
3. Checklist / directory of	of requirements			
 Company profile form 	n - Annex E-2;			
5. Refilling plant profile	form – Annex E-3;			
 List of transport moto company 	r vehicle per total			
7. Attached supporting documents:				
7.1. Executive briefer of	operation;			
7.2. Scaled layout plan	per establishment;			
7.3. Business registrati business activity;	on for the applied	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable		
7.4. Articles of Incorpor or its equivalent if DTI rec	ration if SEC registered gistered;			
7.5. Latest GIS if SEC equivalent if DTI registere				

7.6. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration
7.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
7.8. Certificate of Registration and Official Receipt per motor vehicle with corresponding picture of the vehicle plate number, company details and safety informational signages	Department of Transportation – Land Transportation Office (LTO)
7.9. Conveyance Permit per motor vehicle;	Bureau of Fire Protection (BFP)
7.10. Fire Safety Inspection Certificate / Fire Safety Clearance per establishment	
7.11. Occupancy permits per establishment from the Local Government Unit;	LGUs for every City or Municipality
7.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
7.13. Latest digital photographs (5R Size with date/time stamp) showing the following:	Provided by Applicant
7.13.1. Full and front and back views of the establishment;	
7.13.2. Price Display Board;	
7.13.3. Weighing scale device/s;	
7.13.4. LPG cylinders;	
7.13.5. Safety and informational signs; and	
7.13.6. Display board showing the Facility registered business name and address.	
7.14. Fire prevention and response manual	
7.15. Clearance certificate of No pending penalty or prohibition to engage in DOI activity	DOE - Office of the Legal Services
7.16. Notarized company secretary's certificate for authorized representative and signatory	Provided by Applicant

7.17. Proof of payment of application fee (Provide Order of Payment and Official Receipt).

С	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applications may be filed via walk-in, mailed to the DOE-LFO	1.1 Review of completeness of documents against checklist of requirement			
		1.2 If complete, prepare filled out form for "Office of the Legal Services			
		1.3 Incomplete submissions shall not be accepted			Officer of the day/Assigned Staff,
		1.4 If mailed, applicant shall be notified accordingly by the Division concerned			Staff, EIMD
		1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2.	Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			Office of the Legal Services
		2.2 If no pending case, prepare assessment for the payment of application fee			

		2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
		2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3.	Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		Collecting Officer
		3.2 Unpaid application shall not be received			
		3.3 COMs doesnot confirm payment/ No OR presented;			
4.	Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	Admin Staff, OD
		4.2 Endorsement of application to EIMD			
		4.3 Receipt of application and assignment to EIMD		0.5 Working Day	Admin Staff, OD
		4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Days	

	4.5 Division acceptance of application for the issuance of LTO		
	4.6 Endorse application to assigned processor for the issuance of LTO	3 Workin Days	ng Admin Staff, EIMD
	4.7 Processing of application for the issuance of LTO	5 Workir	Science
	4.8 Verification and Field Validation on the LTO application	Days	⁹ Research Specialist, EIMD
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief	5 Workin Days	ng Supv. SRS, EIMD
	4.10 Review and endorsement of LTO application for Director's approval		Division Chief, EIMD
	4.11 Review and approval of LTO application	5 Workin Days	Director, OD
 Release of LTO and acknowledgement 	5.1 Release of approved application to EIMD		Admin Staff, OD
	5.2 Release of application to client	1 Working	Day Admin Staff, EIMD

5.3 File copy of the application and action for safekeeping 5.4 Provide copy to EIMD	
Total Number of Days	20 Working Days



Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division: Luzon Field Office - Energy Industry Management Division					
Classification:	Highly Technical				
Type of Transaction:	Government-2-Business				
Who May Avail:	Entities intending to eng	gage in the business of LPG as Retailer			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
 Notarized application form Checklist / directory of requirements - Company profile form - Annex E-2; Refilling plant profile form - Annex E-3; List of transport motor vehicle per total company 		Provided by applicant			
6. Attached supporting doct6.1. Executive briefer of op6.2. Scaled layout plan pe	peration;	Provided by Applicant			
 6.3. Business registration for the applied business activity; 6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 6.5. Latest GIS if SEC registered or its equivalent if DTI registered; 		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable			
6.6. Business permit for the applied business activity;		Local Government Unit or PEZA Certificate of Registration			
6.7. Bureau of Internal Rethe applied business activit	evenue registration for y;	Bureau of Internal Revenue (BIR)			
6.8. Certificate of Registr Receipt per motor vehicle v picture of the vehicle plate details and safety information	vith corresponding number, company	Department of Transportation – Land Transportation Office (LTO)			

6.9. Conveyance Permit per motor vehicle;6.10. Fire Safety Inspection Certificate / FireSafety Clearance per establishment	Bureau of Fire Protection (BFP)
6.11. Occupancy permits per establishment from the Local Government Unit;	LGUs for every city or municipality
6.12. Notarized certification on the Supplier'sContract / Agreement with the LPG Dealer(Distributor)	Provided by Applicant
6.13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
 6.14. Latest digital photographs (5R Size with date/time stamp) showing the following: 6.14.1. Full and front and back views of the establishment; 6.14.2. Price Display Board; 6.14.3. Weighing scale device/s; 6.14.4. LPG cylinders; 6.14.5. Safety and informational signs; and 6.14.6. Display board showing the Facility registered business name and address. 6.15. Fire prevention and response manual 	Provided by Applicant
6.16. Clearance certificate of No pending penalty or prohibition to engage in DOI activity	DOE - Office of the Legal Services
6.17. Notarized company secretary's certificate for authorized representative and signatory	
6.18. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	Provided by Applicant
*Original conv of above documents must be r	presented for authentication process

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Applications may be filed via walk- in, mailed to the DOE-LFO 				
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			Officer of the day/ Assigned Staff
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			Staff, EIMD
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			Office of the Legal Services
	2.2 If no pending case, prepare assessment for the payment of application			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			

3. Payment of	 2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO) 3.1 Processing of 	LTO for 5		
applicable fees	Order of Payment, and issuance of Official Receipt	years – Php 3,500.00		Collecting Officer
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	Admin Staff, OD
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	
	4.4 Received applications shall be stamped with both date and time and a unique control number			Admin Staff, OD
	4.5 Division acceptance of application for the issuance of LTO		3 Working	
	4.6 Endorse application to assigned processor for the issuance of LTO		Days	Admin Staff, EIMD

Total Numb	per of Days		20 Workii	ng Days
	5.4 Provide copy to EIMD			
	5.3 File copy of the application and action for safekeeping		_	
	5.2 Release of application to client	1	Working Day	Admin Staff, EIMD
5. Release of LTO and acknowledgemer	5.1 Release of approved application to htEIMD			Admin Staff, OD
	4.11 Review and approval of LTO application		Days	Director, OD
	4.10 Review and endorsement of LTO application for Director's approval		5 Working	Division Chief, EIMD
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	Supv. SRS, EIMD
	4.8 Verification and Field Validation on the LTO application		Days	Research Specialist, EIMD
	4.7 Processing of application for the issuance of LTO		5 Working	Science



Issuance of License to Operate (LTO) for Independent Hauler

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

	Luzon Field Office - Energy Industry Management Division				
Classification:	Highly Technical				
Type of Transaction:	Government-2-Business				
	Entities intending to engage in the business of LPG as Independent Hauler of LPG in Cylinder and/or Cartridge				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
 Notarized application Checklist / directory c 		Provided by Applicant			
 Company profile Refilling plant profile 					
5. List of transport moto company	·				
 Attached supporting documents: a. Executive briefer of operation; 					
 b. Business registration for the applied business activity; c. Articles of Incorporation if SEC registered or its equivalent if DTI registered; d. Latest GIS if SEC registered or its equivalent if DTI registered; 		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable			
e. Business permit f activity;	or the applied business	Local Government Unit or PEZA Certificate of Registration			
f.Bureau of Internal the applied business	Revenue registration for s activity;	Bureau of Internal Revenue (BIR)			
Receipt per motor ve picture of the vehicle	istration and Official ehicle with corresponding e plate number, company formational signages;	Department of Transportation – Land Transportation Office (LTO)			

h. Conveyance Permit per motor vehicle;	Bureau of Fire Protection (BFP)
i. Ship Registry and Safety Certificates per marine vessel with picture of the name of vessel;	Maritime Industry Authority (MARINA)
 j. Fire prevention and response manual for motor vehicle; k. Fire prevention and response manual for marine vessel; 	Provided by Applicant
 Notarized certification on the Supplier's Contract / Agreement; 	
 m. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization; 	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
n. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address and contact details;	Provided by Applicant
 Clearance certificate of - No pending penalty or prohibition to engage in DOI activity; 	DOE - Office of the Legal Services
p. Notarized company secretary's certificate for authorized representative and signatory	Provided by Applicant
 Proof of payment of application fee (Provide Order of Payment and Official Receipt). 	Provided by Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
may be filed via walk-in, mailed to	1.1 Review of completeness of documents against checklist of requirement			Officer of the day/Assigned
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance"			Staff, EIMD

	1.3 Incomplete submissions shall not be accepted1.4 If mailed, applicant shall be		
	notified accordingly by the Division concerned		
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant		
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance		Office of the Legal Services
	2.2 If no pending case, prepare assessment for the payment of application fee		
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division		
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)		

3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		Collecting Officer
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO		0.5 Working Day	Admin Staff, OD
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD			
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Day	Admin Staff, EIMD
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	A dualia O (a ff
	4.6 Endorse application to assigned processor			Admin Staff, EIMD
	4.7 Processing of application for the issuance of LTO		5 Working Days	Science Research Specialist, EIMD

	4.8 Verification and Field Validation on the LTO application			
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	Supv. SRS, EIMD
	4.10 Review and endorsement of LTO application for Director's approval			Division Chief, EIMD
	4.11 Review and approval of LTO application		5 Working Days	Director, OD
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			Admin Staff, OD
	5.2 Release of application to client		1 Working Day	Admin Staff, EIMD
	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
Total Number of Days 20 Working Days				ing Days



ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

PROCESSES

- 1. Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit
- 2. Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit



Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit

DOE-LFO conducts Energy Audit to all Government Entities such as LGUs, NGAs, SUCs, and GOCCs as part of implementation of Government Energy Management Program (GEMP) as stipulated in RA11285-IRR (DC2019-11-0014) Sec. 43 and in IAEECC Resolution no.1 s.2020 and visitorial powers indicated at RA11285-IRR (DC2019-11-0014) Sec. 5.

Offic	e or Division:	ergy Resource Development and	
Clas	sification:		
Гуре	e of Transaction:	Government-2-Govern	ment
Nho	May Avail:	All Government Entities	s (RA 11285-IRR Sec.43)
	CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE
1.	Copy of Special Order/M designating an Energy E Conservation Officer and	fficiency and	Provided by Auditee
2.	Copy of Office Issuance/ Circulars regarding Ener Measures		Provided by Auditee
3.	Copy of Latest Electrical	Bill	Provided by Auditee
4.	Summary of Monthly Ele Consumption Reports (2		Provided by Auditee
5.	Lighting equipment inver specifications	ntory list with	Provided by Auditee
6.	Office equipment inventor specifications	ory list with	Provided by Auditee
7.	Air-conditioning unit and with specifications	genset inventory list	Provided by Auditee
8.	Vehicle inventory list (ind purchase)	cluding the date of	Provided by Auditee
9.	Copy of vehicle's preven schedule (work order or proof)		Provided by Auditee
10.	Copy of a sample vehicle	e trip ticket	Provided by Auditee
11.	Copy of approved motor monitoring of vehicle dis		Provided by Auditee
12.	Gross floor area of all bu	ildings	Provided by Auditee

13. Air-conditione	ed floor area of all buil	dings	Provided by Auditee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. None	1.1 Sending of Notice to Conduct Energy Audit & Request submission of requirements thru email	NONE	1 Working Day	Sr. SRS, SRS II, SRS I	
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	NONE	1 Working Day	Sr. SRS, SRS II, SRS I	
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	NONE	1 Working Day	Sr. SRS, SRS II, SRS I	
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule.	NONE	1 Working Day	Sr. SRS, SRS II, SRS I	
3. Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	NONE	1 Working Day	Sr. SRS, SRS II, SRS I	

	3.2 ERDUD to prepare Energy Audit Report	NONE	10 Working Days	Sr. SRS, SRS II, SRS I
	3.3Review/revision/ recommending approval of the energy audit report by the Division Chief	NONE	3 Working Day	Spvg SRS, Chief SRS
	3.4Review/revision/ recommending approval of the energy audit report by the Director, LFO	NONE	1 Working Day	Director, LFO
	3.6 Transmittal of the Energy Audit Report to EUMB- EPSMD	NONE	1 Working Day	Staff, OD
	3.7 To send "Client Satisfaction Survey Form" to client.			Staff, ERDUD
TOTAL N	20 DAYS			



Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit

DOE-LFO conducts Energy Audit to all Government Entities such as LGUs, NGAs, SUCs, and GOCCs as part of implementation of Government Energy Management Program (GEMP) as stipulated in RA11285-IRR (DC2019-11-0014) Sec. 43 and in IAEECC Resolution no.1 s.2020 and visitorial powers indicated at RA11285-IRR (DC2019-11-0014) Sec. 5.

Office or Division:	Luzon Field Office – Energy Resource Development and Utilization Division			
Classification:	Highly Technical			
Type of Transaction:	Government-2-Govern	ment		
Who May Avail:	All Government Entitie	s (RA 11285-IRR Sec.43)		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
 Copy of Special Order/Me designating an Energy Ef Conservation Officer and 	fficiency and	Provided by Auditee		
 Copy of Office Issuance/M regarding Energy Conserv 		Provided by Auditee		
3. Copy of Latest Electrical E	Bill	Provided by Auditee		
 Summary of Monthly Elec Consumption Reports (20 		Provided by Auditee		
. Lighting equipment inventory list with specifications		Provided by Auditee		
 Office equipment inventor specifications 	y list with	Provided by Auditee		
 Air-conditioning unit and g with specifications 	enset inventory list	Provided by Auditee		
 Vehicle inventory list (incluption purchase) 	uding the date of	Provided by Auditee		
9. Copy of vehicle's preventi schedule (work order or of		Provided by Auditee		
10. Copy of a sample vehicle	e trip ticket	Provided by Auditee		
11. Copy of approved motor monitoring of vehicle dispa		Provided by Auditee		

12. Gross floor area of all buildings				Provided by Auditee		
13. Air-conditioned	13. Air-conditioned floor area of all buildings			Provided by Auditee		
CLIENT STEPS	AGENCY ACTIONS		TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
1. None	1.1 Sending of Notice to Conduct Energy Audit & Request submission of requirements thru email	N,	/Α	1 Day	Sr. SRS, SRS II, SRS I	
	2.1 Review of completeness of documents against checklist of requirement	N	/A	1 Day	Sr. SRS, SRS II, SRS I	
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	N.	/A	1 Day	Sr. SRS, SRS II, SRS I	
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule and send the virtual link.	N	/Α	1 Day	Sr. SRS, SRS II, SRS I	
3.Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	N	/A	1 Day	Sr. SRS, SRS II, SRS I	
	3.2 ERDUD to prepare Energy Audit Report	N	/A	10 Days	Sr. SRS, SRS II, SRS I	

3.3Review/rev recommending approval of the audit report by Division Chief	g e energy v the N/A	3 Days	Spvg SRS, Chief SRS
3.4Review/rev recommending approval of the audit report by Director, LFO	g e energy	1 Day	Director, LFO
3.6 Transmitta Energy Audit I EUMB-EPSMI	Report to	1 Day	Staff, OD
3.7 To send "(Satisfaction S Form" to clien	urvey		Staff, ERDUD
TOTAL NUMBER OF DAY	ſS		20 DAYS

VISAYAS FIELD OFFICE (VFO)



VISAYAS FIELD OFFICE (VFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Certificate of Non-Coverage</u> (CNC) For Liquid Fuels Retail Outlets	20 Working Days	Highly Technical
2. <u>Issuance of Certificate of Compliance</u> (COC) for Liquid Fuels Retail Outlets (ISO Certified)	20 Working Days	Highly Technical
3. <u>Issuance of License to Operate (LTO) for</u> <u>Liquified Gas (LPG) Establishments</u>	20 Working Days	Highly Technical
4. Issuance of LGU Permit Certification	7 Working Days	Complex
5. Issuance of Registration Certificate	20 Working Days	Highly Technical

Energy Resource Development And Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
6. <u>Issuance of Small-Scale Coal Mining</u> <u>Permit (SSCMP) - Independent and</u> <u>Supervised by Coal Operating Contract</u> (COC) Holders – New & Renewal	20 Working Days	Highly Technical
7. <u>Issuance of Certificate of Coal End-User</u> <u>Registration (CEUR)</u>	20 Working Days	Highly Technical

8. <u>Issuance of Certificate of Coal End-User</u> <u>Registration Renewal (CEURR)</u>	20 Working Days	Highly Technical
9. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation (CTA) – New</u>	20 Working Days	Highly Technical
10. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation-Renewal (CTAR)</u>	20 Working Days	Highly Technical
11. <u>Issuance of Safety Engineer's (SE) or</u> <u>Safety Inspector's (SI) Permit</u>	7 Working Days	Complex

Internal Services

PROCESS	DURATION	CLASSIFICATION
12. <u>Procedure on the Processing</u> of Clearance of Cases	3 Working Days	Simple
13. Payment of Fees	3 Working Days	Simple



ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

- 1. Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets
- 2. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (ISO Certified)
- 3. Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments
- 4. Issuance of LGU Permit Certification
- 5. Issuance of Registration Certificate



Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets

Issues Certification in the operation of own-use liquid fuels dispensing and storage, not intended for retail to the public, as per DOE Department Circular DC2017-11-0011

Office or Division:	Energy Industry Management Division (EIMD)				
Classification:	Highly Technical				
Type of Transaction:	Government-2-Business				
Who may avail:	Downstream Oil relate	d business / a	activities		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SI	ECURE	
 CHECKLIST OF REQUIREMENTS DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case) DOE-VFO-EIMD-QF-01 (Checklist of Requirements for Securing Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation) (1 copy) DOE-VFO-EIMD-QF-03 (Affidavit of Undertaking) Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility PNS Compliance Detailed Layout Plan Pictures Legal Clearance 		Officer of the Day / Frontline Services / Processors Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. The Applicant submits the required documents to the Receiver/Processor		none		Client	
Receiver/Processor 1.a If the above submissions are NOT complete and valid, the application is returned for resubmission resubmission		none		SRS I / SRS II / Snr. SRS / Contract of Service	

	 1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following: Request for Legal Clearance Order of Payment [Payment cannot be made without first securing a Legal Clearance] 	none	SRS I / SRS II / Snr. SRS / Contract of Service
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none	Client
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending case, the applicant is advised to settle the case prior to the issuance of Legal Clearance.	none	Legal Section * Issuance of Legal Clearance is in a separate internal process
3. Payment of Required Fees	 3.a The Cashier receives the Order of Payment and may process provided the following are presented: Legal Clearance of NO pending Case EIMD Order of Payment 	CNC Fee: P3,100.00	Client

	issue an Official Receipt to the			
	applicant 3.b For application with pending case,			
	the applicant shall settle the case by paying the corresponding fines with the Cashier who shall issue an Official Receipt upon receipt of an Order of Payment from the Legal Section.	none		Collecting Officer
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		none		Client
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official Receipt of Payment to the Receiver/Processor.		none		Client
	5. Processing of Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	SRS I / SRS II / Snr. SRS / Contract of Service
	5.b The application shall be thoroughly assessed based on the provisions of the DOE Department Circular DC2017-11- 0011, or the Revised Retail Rules, and accepted standards	none	10 working days	SRS II / Snr. SRS

and issuances related to the business of retailing liquid fuels 5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
 5.d If substantially complied, the processor shall prepare the following documents for review submission: Validation Form Letter to Applicant Certificate 6. Final Review and Endorsement 	none		
 6a. The Chief SRS /Supervising SRS shall review the application, and, if complied with all the requirements, shall sign/endorse the following for approval and issuance of Certificate: Validation Form Letter to Applicant Certificate [In case the application needs resubmission of the required documents for clarification, non- acceptance, or lacking requirements, the application shall 	none	5 working days	Division Chief /Supervising SRS

be returned to the Processor to inform the applicant of the reason why the application cannot proceed.] [When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.] 7. Approval of Application and Issuance of Certificate 7.a The following documents shall be signed by Director for approval of the application: • Validation Form • Letter to Applicant • Certificate [In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason	none	3 working days	Director
of disapproval clearly written.] 8. Applicant			
Notification 8.a The			
approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
8.b The applicant shall be notified of the approval of	none		SRS II / Snr. SRS

	application and is			
	ready for pick-up.			
	Only the following			
	documents shall be			
	released:			
	Certificate			
	Letter to			
	Applicant			
	[For mailed			
	application, the same			
	documents shall be			
	sent by carrier, with			
	electronic copies			
	send by email. These			
	documents shall be			
	kept secure prior to			
	claim of the			
	applicant.			
	The Validation Form			
	shall be kept by the			
	Processor in the			
	Applicant's File			
	Folder together with			
	the application			
	required documents.			
	The OIMS DOI			
	Database shall be			
	updated on the			
	issuance.			
9. Receipt of approved	9.a The documents			
COC	mentioned in #8.b			
	shall be released			• "
	upon presentation of	none		Client
	valid identification or			
	proper/valid			
	Certification/Authoriz ation.			
	9.b For mailed			
	application, the same			
	documents shall be			SRS II / Snr. SRS
	sent by carrier, with	none		
	electronic copies			
	send by email.			
Total Number of Days	-	20 W	orking Days	
`				



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

Note: This process is ISO Certified.

Issues Certificates for Commercial Operation of Liquid Fuels Retail Outlets operating within the Visayas Regions. Due to requirements for compliance to facility standards, site validation may be required. The issuance is based on DOE DC2017-11-0011.

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Highly Technical			
Type of Transaction:	Government-2-Business			
Who may avail:	Downstream Oil relate	stream Oil related business / activities		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
 DOE-VFO-EIMD-QF- Clearance of No Pend For LFRO applicants: DOE-VFO-EIMD-QF- DOE-VFO-EIMD-QF- Undertaking) For MRO applicants: DOE-VFO-EIMD-QF- DOE-VFO-EIMD-QF- DOE-VFO-EIMD-QF- Undertaking) For TERO applicants DOE-VFO-EIMD-QF- Undertaking) For TERO applicants DOE-VFO-EIMD-QF- Undertaking) For TERO applicants DOE-VFO-EIMD-QF- Undertaking) For TSRO applicants DOE-VFO-EIMD-QF- Undertaking) For TSRO applicants DOE-VFO-EIMD-QF- UNDE-VFO-EIMD-QF- UNDE-VFO-EIMD-QF- UNDE-VFO-EIMD-QF- Undertaking) 	ding Case) 04 (Application Form) 05 (Checklist) 06 (Affidavit of 08 (Application Form) 09 (Checklist) 10 (Affidavit of 11 (Application Form) 12 (Checklist) 13 (Affidavit of 14 (Application Form) 15 (Checklist) 16 (Affidavit of	Officer of the Day / Frontline Services / Processors		
 Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility PNS Compliance Detailed Layout Plan 		Client		

 Pictures Legal Clearance Official Receipt of Pa 	yment			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		Client
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		SRS I / SRS II / Snr. SRS / Contract of Service
	 1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following: Request for Legal Clearance Order of Payment [Payment cannot be made without first securing a Legal Clearance] 	none		SRS I / SRS II / Snr. SRS / Contract of Service
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		Client
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending	none		Legal Section * Issuance of Legal Clearance is included in a

	case, the applicant is advised to settle the case prior to the issuance of Legal Clearance.		separate internal process
3. Payment of Required Fees	 3.a The Cashier receives the Order of Payment and may process provided the following are presented: Legal Clearance of NO pending Case EIMD Order of Payment The Cashier shall issue an Official Receipt to the applicant 3.b For application 	COC 1st Issuance: P3,100.00 COC Renewal: P3,000.00	Client
	with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment.	none	Collecting Officer
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		none	Client
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official		none	Client

Receipt of Payment to				
the Receiver/Processor.				
	5. Processing of			
	Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	SRS I / SRS II / Snr. SRS / Contract of Service
	5.b The application shall be thoroughly assessed based on the provisions of the DOE Department Circular DC2017- 11-0011, or the Revised Retail Rules, and accepted standards and issuances related to the business of retailing liquid fuels	none	10 working days	SRS II / Snr. SRS
	5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	 5.d If substantially complied, the processor shall prepare the following documents for review submission: Validation Form Letter to Applicant Certificate 	none		
	6. Final Review and Endorsement			

 6.a The Chief SRs /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate: Validation Form Letter to Applicant Certificate [In case the application needs resubmission of the required documents for clarification, non- acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.] [When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.] 	none	5 working days	Division Chief /Supervising SRS
7. Approval of Application and Issuance of Certificate			
7.a The following documents shall be signed by Director for approval of the application:	none	3 working days	Director

 Validation Form Letter to Applicant Certificate [In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.] 8. Applicant 			
Notification			
8.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
 8.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released: Certificate Letter to Applicant [For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant. 	none		SRS II / Snr. SRS

	The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.			
9. Receipt of approved COC	9.a The documents mentioned in #8.b shall be released upon presentation of valid identification or proper/valid Certification/Authori zation.	none		Client
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		SRS II / Snr. SRS
Total Number of Days		20 Wo	orking Days	



Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments

As provided under RA 11592, or the LPG Industry Regulation Act, LPG refilling plants, dealers and retailers operating in the Visayas shall secure a License to Operate (LTO). LPG refilling plants and Auto-LPG dispensing stations catering to public transport requires site validation as to compliance to facility standards prior to issuance of LTO.

Of	fice or Division:	Energy Industry Management Division (EIMD)					
Cla	assification:	Highly Technical					
Ту	pe of Transaction:	Government-2-Busines	Business				
W	ho may avail:	Downstream Oil relate	d business / activities				
	-						
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE				
2. 3. 4.	DOE-VFO-EIMD-QF- Clearance of No Pend Application Annexes f - Annex E (Application License to Operate Lif - Annex E1 (Checklist - Annex E2 (Company - Annex E3 (RP Profil - Annex E3 (RP Profil - Annex E4 (List of Tr Application Annexes f - Annex F (Application License to Operate Lif - Annex F1 (Checklist - Annex F2 (Company - Annex F3 (Outlet Pr - Annex F3 (Outlet Pr - Annex F4 (List of Mo - Annex F5 (Layout) Application Annexes f - Annex G (Application License to Operate Lif - Annex G1 (Checklist - Annex G2 (Company - Annex G3 (Outlet Pr - Annex G4 (List of Mo - Annex G5 (Layout)	ding Case) for Refilling Plants: in for Issuance of PG Refiller) of Requirements) / Profile) e) ansport Vehicles) for Dealer: in for Issuance of PG Dealer) of Requirements) / Profile) of Retailer: in for Issuance of PG Retailer: in for Issuance of PG Retailer: in for Issuance of PG Retailer) to f Requirements) y Profile) ofile) otor Vehicles)	Officer of the Day / Frontline Services / Processors / Online Link (https://www.doe.gov.ph/vfo-lto)				
	Notarized Application Affidavit of Undertakir Supply Agreement						

 Notarized Statement of Facility PNS Compliance Detailed Layout Plan Pictures Legal Clearance Official Receipt of Payment 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required application Annexes to the Receiver/Processor		none		Client
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		SRS I / SRS II / Snr. SRS / Contract of Service
	 1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following: Request for Legal Clearance Order of Payment [Payment cannot be made without first securing a Legal Clearance] 	none		SRS I / SRS II / Snr. SRS / Contract of Service
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		Client
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending case, the applicant is	none		Legal Section * Issuance of Legal Clearance is included in a separate internal process

3. Payment of Required Fees	advised to settle the case prior to the issuance of Legal Clearance. 3.a The Cashier receives the Order of Payment and may process provided the following are presented: • Legal Clearance of NO pending Case	[See note below for the LTO Schedule of Fees]		Client
	EIMD Order of Payment 3.b For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment.	None		Collecting Officer
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		None		Client
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official Receipt of Payment to the Receiver/Processor.		none		Client
	5. Processing of Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	SRS I / SRS II / Snr. SRS / Contract of Service

5.b The application shall be thoroughly assessed based on the provisions of the DOE Department Circular DC 2022-11- 0037 or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquified Petroleum Gas	none	10 working days	SRS II / Snr. SRS
5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	None		
5.d If substantially complied, the processor shall prepare the following documents for review submission: • Validation Form • Letter to Applicant • Certificate	none		
6. Final Review and Endorsement 6.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of	none	5 working days	Division Chief /Supervising SRS

Certificate:			
Validation			
Form			
Letter to			
Applicant			
Certificate			
[In case the			
application needs			
resubmission of the			
required documents			
for clarification, non-			
acceptance, or			
lacking			
requirements, the			
application shall be			
returned to the			
Processor to inform			
the applicant of the			
reason why the			
application cannot			
proceed.]			
[When endorsed, the			
other required			
documents shall be			
returned to the			
Processor for filing in			
the Applicant's File			
Folder.]			
7. Approval of			
Application and			
Issuance of			
 Certificate			
7.a The following			
documents shall be			
signed by Director			
for approval of the			
application:			
Validation Form			Director
Form		3 working days	Director,
Letter to Applicant	none		VFO
Applicant			
Certificate			
[In case the			
application shall be			
disapproved by the			
Director, the			

	cuments shall be			
	turned to the Chief			
	RS with the reason			
	disapproval clearly			
	itten.]			
	Applicant			
	otification a The			
-	proved/duly			
-	ned documents entioned in #7.a	none	1 working day	
	all be returned to			
	e Processor.			
	b The applicant			
	all be notified of			
	e approval of			
	plication and is			
rea	ady for pick-up.			
	nly the following			
	cuments shall be			
rel	eased:			
	Certificate			
	Letter to			
	Applicant			
IFC	or mailed			
	plication, the same			
	cuments shall be			
	nt by carrier, with			
	ectronic copies	News		SRS II / Snr. SRS
	nd by email.	None		
	ese documents			
	all be kept secure for to claim of the			
-	plicant.			
Th	e Validation Form			
	all be kept by the			
	ocessor in the			
	plicant's File			
-	der together with			
	e application			
rec	quired documents.			
Th	e OIMS DOI			
Da	atabase shall be			
up	dated on the			
iss	suance.			

9. Receipt of signed LTO and acknowledgement letter	9.a The documents mentioned in 8.b shall be released upon presentation of valid identification or proper/valid Certification/Authoriz ation.	None		Client
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	None		SRS II / Snr. SRS
Total Number of Days		20 Wo	orking Days	

Note: Schedule of Fees for Issuance of LTO (New Application and Renewal)

•	Refiller	-	3,500
•	Dealer	-	3,500
•	Retail Outlet	-	3,500
•	Hauler	-	3,500
•	Auto-LPG Dispensing Station	-	3,500
•	Centralized LPG Piping System Operator	-	3,500



Issuance of LGU Permit Certification

In situations where an LGU shall require a COC as a prerequisite to a Mayor's or Business Permit, a certification may be issued to a new Retail Outlet solely for that purpose of obtaining the Mayor's or Business Permit.

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Complex			
Type of Transaction:	Government-2-Business			
Who may avail:	Downstream Oil related business / activities			
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE			CURE
1. DOE-VFO-EIMD-QF- Certification for LGU		Officer of the	Day / Frontline Se	rvices / Processors
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		Client
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		SRS I / SRS II / Snr. SRS / Contract of Service
	 1.b If the above submissions are complete and valid, the Processor shall the following: Order of Payment 	none		SRS I / SRS II / Snr. SRS / Contract of Service
2. Payment of Required Fees	 2.a The Cashier receives the Order of Payment and may process provided the following are presented: EIMD Order of Payment 	LGU Permit Certification : P500.00		Client
3 Upon issuance of OR in 2.a, the Applicant		none		Client

shall present the OR to				
the EIMD				
Receiver/Processor				
	3.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	0.5 Working Day	SRS I / SRS II / Snr. SRS / Contract of Service
	4. Processing of			
	Application			
	4.a The application shall be thoroughly assessed based on the standards	none	1.5 working days	SRS II / Snr. SRS
	4.b The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	 4.c If substantially complied, the processor shall prepare the following documents for review submission: Letter to Applicant Certificate 	none		
	5. Final Review and			
	Endorsement 5.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate: • Letter to Applicant	none	2 working days	Division Chief / Supervising SRS

Certificate			
[In case the application needs resubmission of the required documents for clarification, non- acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]			
[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]			
6. Approval of Application and Issuance of Certificate			
 6.a The following documents shall be signed by Director for approval of the application: Letter to Applicant Certificate [In case the application shall be disapproved by the Director, the documents shall be 	none	2 working days	Director, VFO
returned to the Chief SRS with the reason of disapproval clearly written.]			

	7. Applicant Notification			
	7.a The approved/duly signed documents mentioned in #7 shall be returned to the Processor.	none	1 working day	
	 7.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released: Certificate Letter to Applicant [For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.] The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance. 	none		SRS II / Snr. SRS
9. Receipt of certification	8.a The documents mentioned in 8.b shall be released	none		Client

	upon presentation of valid identification or proper/valid Certification/Authori zation.			
	8.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		SRS II / Snr. SRS
Total Number of Days		7 Wo	rking Days	



Issuance of Registration Certificate

In compliance with the DOE Department Circular DC2022-11-0037, or the Guidelines in the Registration and Issuance of License to Operate to Qualified LPG Participants, all LPG Industry facilities and participants operating in the Visayas shall apply for required registration.

Office or Division:	Energy Industry Management Division (EIMD)				
Classification:	Complex	Complex			
Type of Transaction:	Government-2-Business				
Who may avail:	Downstream Oil related business / activities				
CHECKLIST OF RI	REQUIREMENTS WHERE TO SECURE			CURE	
 For Registration pric commencement of c refilling plants: Registration Form - For Registration Aut Party Trademark or Registration Form - Registration - Author filled Pressure Vess Registration Form - Registration Form - Registration Form - 	construction of Annex 1 hority to fill Third tradename: Annex 3 rity to Sell LPG- el: Annex 4 prized Transport Marine Vessels:		e Day / Frontline Ser https://www.doe.gov		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. The Applicant submits the required documents to the Receiver/Processor		none		Client	
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission			SRS I / SRS II / Snr. SRS / Contract of Service	
	1.b If the above submissions are complete and valid, the Processor shall the following:	none		SRS I / SRS II / Snr. SRS / Contract of Service	

	Order of Payment		
2. Payment of Required Fees	 2.a The Cashier receives the Order of Payment and may process provided the following are presented: EIMD Order of Payment 	For Registratio n prior to commence ment of constructio n of refilling plants: P 1000.00	
		per brand For Registratio n Authority to fill Third Party Trademark or tradename:	
		P 1000.00 per brand	Client
		Registratio n - Authority to Sell LPG- filled Pressure Vessel:	
		P 1000.00 per brand	
		Registratio n – Authorized Transport Motor Vehicles and Marine Vessels:	
		P 1000.00 per brand	

2 Upon incurance of OD				
3 Upon issuance of OR in 2.a, the Applicant shall present the OR to the EIMD Receiver/Processor		none		Client
	4. Processing of Application			
	4.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	SRS I / SRS II / Snr. SRS / Contract of Service
	4.b The application shall be thoroughly assessed based on the standards	none	10 working days	SRS II / Snr. SRS
	4.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	 4.d If substantially complied, the processor shall prepare the following documents for review submission: Registration Form Certificate 	none		
	5. Final Review and Endorsement			
	5.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate:	none	5 working days	Division Chief / Supervising SRS

Registration Form Certificate			
[In case the application needs resubmission of the required documents for clarification, non- acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]			
[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]			
6. Approval of Application and Issuance of Certificate			
6.a The following documents shall be signed by Director for approval of the application: • Registration Form • Certificate [In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of	none	3 working days	Director, VFO

	disapproval clearly written.]			
	7. Applicant Notification			
	7.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	 7.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released: Certificate Letter to Applicant [For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.] The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the 	none		SRS II / Snr. SRS
8. Receipt of approved	issuance. 8.a The documents			Client
certificate	mentioned in 8.b shall be released	none		

Total Number of Days		20 W	orking Days	
	8.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		SRS II / Snr. SRS
	upon presentation of valid identification or proper/valid Certification/Authori zation.			



ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

PROCESSES

- 1. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) Independent and Supervised by Coal</u> <u>Operating Contract (COC) Holders – New & Renewal</u>
- 2. Issuance of Certificate of Coal End-User Registration (CEUR)
- 3. Issuance of Certificate of Coal End-User Registration Renewal (CEURR)
- 4. Issuance of Certificate of Coal Trader Accreditation (CTA) New
- 5. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)
- 6. Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit
- 7. Procedure on the Processing of Clearance of Cases
- 8. Payment of Fees



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New & Renewal

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with BED Circular No. 87-03-001.

0	ffice or Division	Energy Resource Development and Utilization Division (ERDUD)				
C	lassification	Highly Technical Tra	ansaction			
Т	ype of Transaction	Government-2-Citize	en			
W	/ho may avail	Interested individual	als			
	CHECKLIST OF RE Submit one (1) set o		WHERE TO SECURE			
1.	Application Letter addr director and signed by any Authorized Repres	the Applicant or				
2. 3. 4. 5. 6. 7.	Filled out Application F Survey Plan (1 mylar, 3 signed by Geodetic En Technical Description Lot Data Computation Area Clearance from D Certification of Resider 7.1 Barangay Captain 7.2 Municipal/City May	2 whiteprints) gineer DOE-ITMS. ncy from:	Client			
8.	 Work Program (signed Mining Engineer): 7.1 Computation of Co 7.2 Mining Method to 7.3 Projection of Daily Production Rates 7.3 Table of Organiza 7.5 List of Mining Equi 7.6 Geological Map of 1:1000 	and sealed by bal Reserves be used and Annual ition oment				

7.7 Detailed Mine	e Plan, Scale 1:1000			
7.8 Production C	7.8 Production Cost per metric ton			
7.9 Minimum Acceptable Market Price per metric ton				
 Proof of Working of Bank Deposit) 	Capital (i.e., Certificate			
10. Operating Agree				
11. Contract of Pur	chase and Sale			
 Copy of Official I deposit slip for th and permit fees 	Receipt or validated the payment of application		DOE-VFO or ba n Fee Php 1,000.0 tion thereof (<i>non-re</i>	0 per hectare or
Additional Requiren	nents for Supervised			
a. Operating Agree b. Contract of Purc				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None	. I Working Day	Records Officer
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	Admin Staff, Office of the Director

1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None		Sr. SRS / SRS II
1.4.b. If not technically qualified, ERDUD rejects the application with a letter signed by the VFO Director	None	6 Working Day	Director, VFO
1.4.a. If technically qualified, ERDUD endorse the application to VFO Legal Section	None		Sr. SRS / SRS II
1.5 Legal Section conducts Legal Evaluation	None		Legal Officer, VFO
1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	3 Working Days	Director, VFO
1.5.2 If legally qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Legal Officer, VFO
1.5 ERDUD Reviews and Approves the evaluated SSCMP application	None	4 Working Days	Chief SRS, ERDUD

	5.1 If disapproved, ERDUD rejects the application with a			Director,
	letter signed by the VFO Director	None		VFO
1.5	5.2 If approved, ERDUD endorses the application to VFO-OD for approval	None		Chief SRS, ERDUD
1.0	6 VFO-OD Reviews and Approves the evaluated SSCMP application	None		Director, VFO
1.6	6.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None	3 Working Day	Director, VFO
1.0	6.2 If approved, VFO- OD records and transmits the approved SSCMP to ERDUD	None		Admin Staff, Office of the Director
1.7	7 ERDUD records and transmits the approved SSCMP to VFO-Records Officer	None	1 Working Day	Records Officer
1.8	3 VFO-Records Officer releases the approved SSCMP thru mail/ pick-up	None	1 Working Day	Records Officer
Total Number of Days	5	20 Wo	orking Days	



Issuance of Certificate of Coal End-User Registration (CEUR)

The issuance of Certificate of CEUR is for any person or business entity requiring the supply and delivery of coal for its own use or utilization. It has a validity of ten (10) years. The issuance is based on DC2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)				
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Business				
Who may avail	Entities involved in coa	I purchasing and utilization			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Application letter		Client			
2. Duly accomplished a Form No. 2011-2)	pplication form (ERDB	VFO-ERDUD			
(SEC)	rnment agencies: change Commission ade and Industry (DTI)	SEC, DTI, CDA			
4. Technical specification equipment and locat		Supplier of Equipment			
5. Environmental Comp coal storage facility	bliance Certificate of	DENR-EMB			
6. Current Business Pe	rmit	City/municipality where the facility is located			
 Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application 		Client			
 Copy of Official Receipt or validated deposit slip for the payment of application fee 		DOE-VFO or bank Application Fee – Php 5,000.00 (<i>non-refundable</i>)			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents and proof of payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None		Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None	1 Working Day	Records Officer
	1.3 VFO-OD records/reviews the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None		Director, VFO Admin Staff, Office of the Director
	1.4 ERDUD conducts technical evaluation	None		Sr. SRS / SRS II
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	1 Working Day	Director, VFO
	1.4.2 If technically qualified, ERDUD endorses to Legal	None	6 Working Days 4 Working Days	Chief SRS, ERDUD

Section for review and evaluation 1.5 Legal Section conducts Legal Evaluation	None		Legal Officer, VFO
1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		Director, VFO
1.5.2 If legally qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Legal Officer, VFO
1.6 Prepare CEUR Documents and endorse to CSRS for review	None	4 Working Days 2 Working Days 1 Working Day	Sr. SRS / SRS II
1.7 Reviews and endorses to VFO- OD for final review and/or approval	None		Chief SRS, ERDUD
1.8 VFO-OD reviews and approves the application	None	2 Working Days	Director, VFO
1.8.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	Admin Staff, Office of the Director
1.9 VFO-Records Officer updates Document Tracking System	None	2 Working Days	Records Officer

Total Number of Day	S	20 W	orking Days	
	1.10 Conducts Orientation to CEUR and releases the approved CEUR	None		Sr. SRS / SRS II
	1.9 VFO-Records Officer updates Document Tracking System (DTS) and forwards to ERDS	None	2 Working Days	Records Officer
	1.10 Conducts Orientation to CEUR and releases the approved CEUR	None	1 Working Day	Sr. SRS / SRS II
	(DTS) and forwards to ERDS			



Issuance of Certificate of Coal End-User Registration Renewal (CEURR)

The issuance of Certificate of CEURR is for coal end-user that renewed their registration. It has a validity of ten (10) years. The issuance is based on DC2012-05-0006.

Of	fice or Division	Energy Resource Development and Utilization Division (ERDUD)				
Cla	assification	Highly Technical Transaction				
Ту	pe of Transaction	Government-2-Business				
W	ho may avail	Entities involved in coa	I purchasing and utilization			
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1.	Application letter		Client			
2.	Duly accomplished a Form No. 2011-2)	oplication form (ERDB	VFO-ERDUD			
3.	 Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 		SEC, DTI, CDA			
4.	Technical specification equipment and location		Supplier of Equipment			
5.	Environmental Comp coal storage facility	liance Certificate of	DENR-EMB			
6.	Current Business Per	rmit	City/municipality where the facility is located			
7.	 Summary of Coal Purchases from Year 1 to 10 (VFO-CEURR-2021-A) 		Client			
8.	 Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application 		Client			

			DOE-VFO or ba	ank
	Receipt or validated deposit ent of application fee	Ар	plication Fee – Php	5,000.00
		(non-refundable)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents and proof of payment – VFO	 1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment 	None	1 Working Day	Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None	1 working Day	Records Officer
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	Admin Staff, Office of the Director
	1.4 ERDUD conducts technical evaluation	None		Sr. SRS / SRS II
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	JD ugh a None	Director, VFO	
	1.4.2 If technically qualified, ERDUD endorses to Financial Services for Financial evaluation	None		Chief SRS, ERDUD
	1.5 Financial Services conducts Financial Evaluation	None	3 Working Days	FS - CERCD

1.5.1 If not financially qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		Director, VFO
1.5.2 If financially qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Sr. SRS / SRS II
1.6 Legal Section conducts Legal Evaluation	None		Legal Officer, VFO
1.6.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	3 Working Days	Director, VFO
1.6.2 If legally qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Legal Officer, VFO
1.7 Prepares CEUR-R Documents and endorses to CSRS for review	None	2 Working Days	Sr. SRS / SRS II
1.7 VFO-OD reviews and approves the application	None	2 Working Days	Director, VFO
1.7.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	Admin Staff, Office of the Director

Total Number of Days	20 W	orking Days	
1.9 VFO-Records releases the approved CE applicant thru pick-up	IR to None	1 working Day	Records Officer
1.8 ERDUD recor transmits the approved CE VFO-Records	IR to None		Records Officer



Issuance of Certificate of Coal Trader Accreditation (CTA) – New

The issuance of Certificate of CTA is for any person or business entity engaged in coal trading. It has a validity of one (1) year. The issuance is based on DC2012-05-0006.

Of	fice or Division	Energy Resource Deve	opment and Utilization Division (ERDUD)		
Cla	assification	Highly Technical Transaction			
Ту	pe of Transaction	Government-2-Business			
W	ho may avail	Entities involved in coal	trading activities		
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1.	Application letter		Client		
2.	Duly accomplished app Form No. 2011-1)	blication form (ERDB	ERDB-CNMD		
3.	Certificate of Registration the following government a. Securities and Exchange (SEC) b. Department of Trade c. Cooperative Develop	ent agencies: ange Commission e and Industry (DTI)	SEC, DTI, CDA		
4.	4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year		COC Holder, SSCMP Holder, Foreign Supplier		
5.	Environmental Complia storage facility	ance Certificate of coal	DENR-EMB		
6.	Current Business Perm	hit	City/municipality where the storage facility is located		
7.	Other Supporting and the DOE may find nece evaluation of application		Client		
			DOE-VFO or bank		
8.	Copy of Official Receip slip for the payment of		Application Fee – Php 3,500.00		
	sip for the payment of	application ree	(non-refundable)		
	or Coal Operating Cont cale Coal Mining Permi	. ,			
1.	Application Letter				
2.	Copy of the approved a SSCMP.	and duly conformed	Client		

3.		d relevant documents that ecessary for the proper plication.			
4.	4. Application fee			No application	fee
	For Logistics Service Provider (hauling services): items 1, 2, 3, 6, 7, 8 and the ff:				
1.	List of Authorized D	rivers			
2.	List of vehicles with OR/CR	plate number and copy of		Client	
3.		Accredited Coal Trader End-User acknowledging its hauler			
				DOE-VFO or b	pank
4.	Copy of Official Receipt or validated deposit slip for the payment of application fee		Application Fee – Php 3,500.00 (<i>non-refundable</i>)		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submission of three (3) complete sets of documents with proof of payment – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None		Records Officer
		1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None	. 1 Working Day	Records Officer
		1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	Admin Staff, Office of the Director
		1.4 ERDUD conducts technical evaluation	None	6 Working Days	Sr. SRS /

			SRS II
1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		Director, VFO
1.4.2 If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		Chief SRS, ERDUD
1.5 Legal Section conducts Legal Evaluation	None		Legal Officer, VFO
1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	4 Working Days	Director, VFO
1.5.2 If legally qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Legal Officer, VFO
1.6 Prepares CTA Documents and endorses to CSRS for review	None	2 Working Days	Sr. SRS / SRS II
1.7 Reviews and endorses to VFO- OD for final review and approval	None	1 Working Day	Chief SRS, ERDUD
1.8 VFO-OD reviews and approves the application	None	2 Working Days	Director, VFO

	1.8.1 VFO-OD records and transmits the approved CTA to ERDUD	None	1 Working Day	Admin Staff, Office of the Director
	1.9 VFO-Records Officer updates the Document Tracking System (DTS) and forwards to ERDS	None	2 Working Days	Records Officer
	1.10 Conducts Orientation to CTA and releases approved CTA	None		Sr. SRS / SRS II
Total Number of Days			20 working days	;



Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)

The issuance of Certificate of CTAR is for accredited coal trader that renewed its Coal Trader's Accreditation. It has a validity of one (1) year. The issuance is based on DC2012-05-0006.

Of	fice or Division	Energy Resource Dev	elopment and Utilization Division (ERDUD)
Cla	assification	Highly Technical Trans	saction
Ту	pe of Transaction	Government-2-Busine	SS
W	ho may avail	Accredited Coal Trade	rs
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Application letter		Client
2.	Duly accomplished app Form No. 2011-1)	blication form (ERDB	VFO-ERDUD
a. b.	 Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 		SEC, DTI, CDA
4.	 Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year 		COC Holder, SSCMP Holder, Foreign Supplier
5.	Environmental Complia storage facility	ance Certificate of coal	DENR-EMB
6.	Current Business Perm	nit	City/municipality where the storage facility is located
	Yellow copies of Coal the company's coal tra from date of accreditat	ding activities (1 year ion)	Client
8.	 Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application. 		
			DOE-VFO or bank
9.	 Copy of Official Receipt or validated deposit slip for the payment of application fee 		Application Fee – Php 3,500.00 (<i>non-refundable</i>)

For Coal Operating (Small-Scale Coal Min Holders:	· · · ·			
1. Application Letter				
SSCMP.			Client	
	and relevant documents find necessary for the of the application.			
4. Application fee			No application	fee
For Logistics Service services): items 1, 2,				
 List of vehicles wit of OR/CR Certification from a 	 List of vehicles with plate number and copy of OR/CR Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging 		Client	
		DOE-VFO or bank		bank
4. Copy of Official Receipt or validated deposit		Application Fee – Php 3,500.00		
slip for the payme	nt of application fee	(non-refundable)		ble)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents with proof of payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None		Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None	1 Working Day	Records Officer
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	Admin Staff, Office of the Director

1.4 ERDUD conducts technical evaluation	None		Sr. SRS / SRS II
1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	5 Working Days	Director, VFO
1.4.2 If technically qualified, ERDUD endorses the application to CERCD for financial evaluation	None		Chief SRS, ERDUD
1.5 CERCD conducts financial evaluation	None		Technical Audit Specialist, CERCD
1.5.1 If financial evaluation not satisfied, ERDUD rejects the application through a letter signed by the VFO Director	None	4 Working Days	Director, VFO
1.5.2 If financial evaluation satisfied, CERCD endorses the application to ERDUD	None		Chief, CERCD
1.6 ERDUD endorses the application to Legal Section for Legal Evaluation	None	1 Working Day	Chief SRS, ERDUD
1.7 Legal Section conducts Legal Evaluation	None	2 Working Days	Legal Officer, VFO

	1.7.1 If not legally qualified, ERDUD rejects the	None		Director,
	application through a letter signed by the VFO Director			VFO
	1.7.2 If legally qualified, Legal Section endorses the application to VFO- OD for review and approval	None		Legal Officer, VFO
	1.8 Prepares CTAR Documents and endorses to CSRS for review	None	2 Working Days	Sr. SRS / SRS II
	1.8 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director,</i> VFO
	1.9 VFO-OD records and transmits the approved CTAR to ERDUD	None	1 working Day	Admin Staff, Office of the Director
	1.10 ERDUD records and transmits the approved CTAR to VFO-Records Officer	None	1 working Days	Records Officer
	1.11 VFO-Records Officer releases approved CTAR to applicant thru mail/ pick-up	None		Records Officer
Total Number of Day	/S	20 wo	orking days	



Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

All coal mines must have a Safety Department headed by a Safety Engineer duly registered with the DOE. SE and SI will be issued to qualified individuals. SE will expire upon the expiry of the SSCMP or Coal Operating Contract (COC) unless earlier relinquished or revoked. SI is valid for one (1) year. The issuance is based on DC2018-12-0028.

Of	fice or Division	Energy Resource Development and Utilization Division (ERDUD)				
		Energy Resource Development and Otilization Division (ERDOD)				
Cla	assification	Complex Transaction				
Ту	pe of Transaction	Government-2-				
WI	ho may avail		gineer and Safety Inspector of Coal Operating Contract or Small-Scale Coal Mining Permit (SSCMP) Holders			
	CHECKLIST OF R Submit Three (3) sets		WHERE TO SECURE			
Α.	For Safety Engineer					
1.	Filled-out ERDB Form 001	No. DOE-ERDB-QF-	VFO-ERDUD			
	 Originally Signed Resume Certificate/s of Training in General Safety and Health related to Mining Operations Two (2) 2"x2" ID photo Certified True Copy of PRC ID Original Copy of valid Police Clearance Letter Addressed to the VFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder 		Client			
5.						
7.						
8.	Copy of Official Recei		DOE-VFO or bank			
	slip for the payment of permit fees	f application and	Application Fee Php 550.00			
	·		(non-refundable)			
В.	For Safety Inspector					
1.	Filled-out ERDB Form 001	No. DOE-ERDB-QF-	VFO-ERDUD			
3.	 Originally Signed Resume Two (2) 2"x2" ID photo 		Client			
4.	Original Copy of valid	Police Clearance				

5.	recommending/e	to the VFO Director ndorsing the applicant npany's Resident Manager IP holder			
6.	Any of the followi	ng:			
		e Copy of Diploma for eering Course			
	Engineering, Chemistry co Employment/	e Copy of Diploma for any Geology, Metallurgy, or urse, and Certificate of Employment Record ast one (1) year experience rk			
	Undergradua Geology, Met course, and (Employment/ Showing at le	e Copy of School Records if te in any Engineering, tallurgy, or Chemistry Certificate of Employment Record east three (3) years of a Safety Work			
	Diploma, and Employment/ showing at le	e Copy of High School I Certificate of Employment Record ast five (5) years of Safety Work			
	Transcript of Employment/ showing at le	e Copy of High School Records and Certificate of Employment Record ast ten (10) years of Safety Work			
7.	1.2	Receipt or validated deposit ent of application and		DOE-VFO of Application Fee	
				(non-refund	,
(CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
t c	Submission of hree (3) complete sets of documents with	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	Records Officer

proof of payment – VFO	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO- OD	None		
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	Admin Staff, Office of the Director
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None		Sr. SRS/ SRS II,
	1.4.1 If not technically qualified, ERDUD rejects application with a letter signed by the VFO Director	None	2 Working Days	Director, VFO
	1.4.2 If technically qualified, ERDUD endorses the application to VFO Director for final review and approval	None		Chief SRS, ERDUD
	1.5 VFO-OD reviews the endorsed application	None		Director, VFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None	1 Working Day	Chief SRS, ERDUD
	1.5.2 If approved, VFO-OD records and transmits the signed permit to ERDUD	None		Admin Staff, Office of the Director

1.6 VFO-OD records and transmits the approved SE/SI to ERDUD	None	1 Working Day	Admin Staff, Office of the Director
1.7 VFO-Records Officer updates the Document Tracking System (DTS) and releases the permit	None	1 Working Day	Records Officer
Total Number of Days	7 Wo	rking Days	



INTERNAL SERVICES

PROCESSES

- 1. <u>Procedure on the Processing of Clearance of Cases</u>
- 2. Payment of Fees



Procedure on the Processing of Clearance of Cases

Office or Division:	VFO Legal Section					
Classification:	Simple					
Type of Transaction:	Government-2-Busine	Government-2-Business				
Who may avail:	Upstream and Downs	Upstream and Downstream Oil related business / activities				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE		
 DOE-VFO-QF-00 (D0 Clearance of No Pen 		Processors c	or Legal Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Receive the Legal Clearance issued by the processor and submit to the VFO Legal Section				Client		
	1.1. Logs the details of the Legal Clearance	none	1 day	Admin Staff/Receiver		
	1.2. Verification of Status	none	1 day	Legal Assistant		
2.a. if application has pending case	2.a.1 issuance of Order of Payment	Dependent on what is declared in the Legal Order				
2.b. if application has No pending case	2.a.1 issuance of Legal Clearance		1 day	Legal Officer		
	2.a.2 Releasing of Legal Clearance					
Total Number of Days		3 Woi	rking Days			



In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.

Office or Division:	Visayas Field Office					
Classification:	Simple					
Type of Transaction:	Government-2-Business					
Who may avail:	Upstream and Downstre	Upstream and Downstream Oil related business / activities				
CHECKLIST OF F	REQUIREMENTS	REQUIREMENTS WHERE TO SECURE				
1. DOE-VFO-QF-03 (Or 151 Form or OPF)	der of Payment	Processors				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Pay to the Collecting Officer in the form of Cash, Manager's/ Cashier's check or Postal Money Order Check with a duly signed OPF and legal clearance	Receive duly signed OPF with legal clearance and check amount of payment	Schedule of Fees https://w ww.doe. gov.ph/fe es-and- charges	30 mins	Client		
	1.1. Issue pre- numbered official receipt (OR), check issued OR, and sign it.	none	1 hr	Admin Officer-II / Admin Assistant III (Collecting Officer)		
	1.2. Photocopy issued OR for processor's copy	none	1 hr	Admin Officer-II / Admin Assistant III (Collecting Officer)		
2. Return to the concerned processor	2. Give the original copy of the OR to the client together with the photocopy	None	30 mins	Client		
Total Number of Days		3 hou	rs			

MINDANAO FIELD OFFICE (MFO)



MINDANAO FIELD OFFICE (MFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Certification for Hauler (Retail</u> <u>Outlet-Own Use)</u>	7 days	Complex Transaction
2. <u>Issuance of Certificate of Non-Coverage</u> (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations	20 days	Highly Technical Transaction
3. <u>*Issuance of Certificate of Compliance</u> (COC) for Liquid Fuels Retail Outlet (LFROs) (ISO Certified)	20 days	Highly Technical Transaction
4. <u>Issuance of License To Operate (LTO) for</u> <u>Liquefied Petroleum Gas (LPG) Refiller</u>	20 days	Highly Technical Transaction
5. <u>Issuance of License To Operate (LTO) for</u> <u>Liquefied Petroleum Gas (LPG) Dealer</u>	20 days	Highly Technical Transaction
6. <u>Issuance of License To Operate (LTO) for</u> <u>Liquefied Petroleum Gas (LPG) Auto LPG</u> <u>Dispensing Station</u>	20 days	Highly Technical Transaction
7. <u>Issuance of License to Operate</u> <u>Independent Hauler of LPG in Cylinder</u> <u>and/or Cartridge</u>	20 days	Highly Technical Transaction
8. <u>Issuance of Registration and License To</u> <u>Operate (LTO) for Liquefied Petroleum</u> <u>Gas (LPG) Retailer</u>	20 days	Highly Technical Transaction

9. <u>Issuance of License To Operate (LTO) for</u> <u>Centralized LPG Piping System</u>	20 days	Highly Technical Transaction
10. <u>Issuance of Certification of Registration –</u> <u>LPG Bulk Consumer</u>	7 days	Complex Transaction

Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
11. <u>Issuance of Small-Scale Coal Mining</u> <u>Permit (SSCMP) - Supervised by Coal</u> <u>Operating Contract (COC) Holders - New</u> <u>and Renewal</u>	20 days	Highly Technical Transaction
12. <u>Issuance of Small-Scale Coal Mining</u> <u>Permit (SSCMP) - Independent - New and</u> <u>Renewal</u>	20 days	Highly Technical Transaction
13. <u>Issuance of Certificate of Coal End-User</u> <u>Registration (CEUR)-New</u>	20 days	Highly Technical Transaction
14. <u>Issuance of Certificate of Coal End-User</u> <u>Registration (CEUR) – Renewal</u>	20 days	Highly Technical Transaction
15. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation (CTA) - New</u>	20 days	Highly Technical Transaction
16. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation - Renewal (CTAR)</u>	20 days	Highly Technical Transaction
17. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation (CTA) Logistics – New</u>	20 days	Highly Technical Transaction
18. <u>Issuance of Certificate of Coal Trader</u> <u>Accreditation Renewal (CTAR) Logistics</u>	20 days	Highly Technical Transaction
19. <u>Issuance of Safety Engineer's (SE) and</u> <u>Safety Inspector's (SI) Permit – New and</u> <u>Renewal</u>	7	Complex Transaction

MINDANAO FIELD OFFICE (MFO)

Internal Services

PROCESSES	DURATION	CLASSIFICATION
20. Issuance of Legal Opinion	1 working day	Simple Transaction
21. Legal Clearance (Certificate of No Violations)	1 working day	Simple Transaction
22. Mailing Postal Services	1 working day	Simple Transaction
23. Processing of Petty Cash	1 working day	Simple Transaction
24. Processing of Transportation and Logistics	1 working day	Simple Transaction
25. <u>Receiving and Endorsing Outgoing</u> <u>Documents</u>	1 working day	Simple Transaction
26. <u>Strategic Performance Management</u> <u>System–OPCR/DPCR/ IPCR</u>	2 working days	Simple Transaction
27. Collection of Fees and Charges	2 working days	Simple Transaction
28. Processing of Procurement Through PS- DBM	2 working days	Simple Transaction
29. <u>Processing of Procurement Through</u> <u>Alternative Method of Procurement</u>	2 working days	Simple Transaction
30. Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment	2 working days	Simple Transaction
31. Liquidation of Cash Advance Local and Foreign Travel (with or without refund)	3 working days	Simple Transaction
32. Processing and Filing OF SALN	3 working days	Simple Transaction

33. <u>Processing for the Disposal of</u> <u>Unserviceable Properties Thru Donation</u> <u>or Transfer Without Cost to Other</u> <u>Government Entities, LGUs, Schools, or</u> <u>State Universities</u>	5 working days	Complex Transaction
34. <u>Processing for the Disposal of</u> <u>Unserviceable Properties Thru Sale</u>	5 working days	Complex Transaction
35. End-User Evaluation of Job Applicants	7 working days	Complex Transaction
36. <u>Processing of Issuance of Check (DV)</u> <u>Related to Local and Foreign Travels</u>	7 working days	Complex Transaction
37. <u>Processing of Issuance of Checks</u> <u>Related to Utility and Communication</u> <u>Expenses, Janitorial Services, Security</u> <u>Services, Salaries,</u> <u>Supplier/Contractor/Service Provider and</u> <u>Others</u>	7 working days	Complex Transaction
 38. <u>Issuance of Administrative Decisions</u> <u>Based on Inspection Reports on Liquid</u> <u>Petroleum Players</u> a. <u>If there is no violation</u> b. <u>If both EIMD Chief SRS and MFO</u> <u>Director have no comments</u> c. <u>If either EIMD Chief SRS and MFO</u> <u>Director have no comments</u> d. <u>If both EIMD Chief SRS and MFO</u> <u>Director have no comments</u> d. <u>If both EIMD Chief SRS and MFO</u> <u>Director have no comments</u> 	14 working days 15 working days 16 working days 14 working days	Highly Technical Transaction



ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

- 1. Issuance of Certification for Hauler (Retail Outlet-Own Use)
- 2. <u>Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations</u>
- 3. <u>*Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)</u> (ISO <u>Certified)</u>
- 4. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller
- 5. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer
- 6. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing</u> <u>Station</u>
- 7. Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge
- 8. <u>Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG)</u> <u>Retailer</u>
- 9. Issuance of License To Operate (LTO) for Centralized LPG Piping System
- 10. Issuance of Certification of Registration LPG Bulk Consumer



Issuance of Certification for Hauler (Retail Outlet-Own Use)

Issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet- Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division	MFO - Energy Industry Management Division (EIMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet			
CHECKLIST OF REQUIRE	EMENTS	WHERE TO SECURE		
1. Filled-out and notarized app form complete with the followin information: (1 copy)				
1.1 Business name, address, a number, fax number and e-ma of the business office;		Officer of the Day/Processors/ email		
1.2 Location and complete add Retail Outlet; and	dress of the	eimd.doedavao@doe.gov.ph		
1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative				
Supporting Documents (Certific Copies)	ed True			
1. LTO OR/CR of Tank Tru	ck/s	LTO		
2. DOST Calibration Certificate for the Tank Truck/s		DOST		
 Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit 		BFP		
4. COC of Retail Outlet/s		Provided by applicant		
5. Payment of fee		Provided by applicant		
Notes: 1. Original copy of the above of shall be presented to MFO-EII authentication	MD for			
2. If the applicant is a represent the corporation/company; Sec Certificate (for corporation) or	retary's			

Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company		t		
CLIENT STEPS	AGENCY ACTIONS	FEESTO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD via mail or Walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non-compliant, return to client 	None		Officer of the day, EIMD
	2.1 Checking of database if LFRO has record of pending case	Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions		
	2.2 If no pending case, note continue processing of Certification for Hauler			Staff, EIMD
	2.3 If with pending case, Inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1. Processing of payment and issuance of Official Receipt	Certification for Hauler - Php 1,050.00		Collecting Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging		1 Working Day	Assigned Staff / SRS, EIMD
	4.4 Processing of application and preparation of Certification for Hauler		4 Working Days	Assigned Staff / SRS, EIMD

	and cover letter			
	4.6 Review of the action on the evaluated application			Supv. SRS, EIMD
	4.7 Review and endorsement of application for Director's approval	None	2 Working Days	Chief SRS, EIMD
	4.8 Review and approval of endorsed application		Days	<i>Director,</i> MFO
3. Receipt of approved Certification	5.1 Release of Certification for Hauler to client	None		SRS, EIMD
for Hauler	5.2 File copy of the application and action for safekeeping	none		SRS, EIMD
Total	Number of Days		7 Work	ing Days



Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division	MFO - Energy Industry Management Division (EIMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet			
	EMENTS	WHERE TO SECURE		
1. OIMB/FO duly acknowledg letter- request containing the information: (1 copy)				
1.1 Business name, address, number, fax number and e-ma of the business office;	•	Officer of the Day/Processors/ email		
1.2 Location and complete ad Retail Outlet; and	ldress of the	<u>eimd.doedavao@doe.gov.ph</u>		
1.3 Name of dealer/retailer or representative if partnership/ corporation/cooperative	authorized			
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)		Provided by applicant		
3. Valid Membership Agreement of the fleet (1 copy)		Provided by applicant		
4. Authenticated copy of the v Agreement or original Supplie Certificate from an OIMB-regi distributor/supplier (1 copy)	er's	DOE - OIMB-registered distributor/ supplier		
5. LTO/LTFRB/LGU documer confirming the fleet of vehicle		LGU		

6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:	
6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	Provided by applicant
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
 10. Latest photographs (in 5R size) showing: 10.1 Full/front, right, and left side views of the retail outlet 10.2 Required stickers/labels for RON, E10 and B2, among others 10.3 Safety and informational signs 	Provided by applicant
11. DOE Clearance of No Pending Case (1 copy)	MFO Legal Officer / Chief SRS, EIMD
12. Payment of Fee	Provided by applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	

2. If the applicant the corporation/ Certificate (for c Authorization Le be required indic applicant/persont with DOE on be corporation/com				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online-Official	1.1 Review of completeness of documents against checklist of requirements.			Officer of the day, EIMD
Email)	Document Tracking/ Logging 1.2 If incomplete, return to client	None		Online Evaluator, EIMD
	 2.1 Checking of database if establishment has record of pending case 2.2 If no pending case, note continue processing of CNC 2.3 If with pending case, Inform applicant to pay the penalties and settle the case 	Admin fine (if applicable) – <u>Refer to</u> attached <u>Rule IV of DC</u> 2017-11-0011 <u>Prohibited</u> <u>Acts,</u> <u>Administrative</u> <u>Fines and</u> <u>Sanctions</u>		Staff, EIMD
	2.4 Issuance of legal order and order of payment for fees	None		Staff, EIMD Chief SRS, EIMD
2. Payment of Applicable Fees	3.1. Processing of payment and issuance of Official Receipt	1. Issuance of Certification (CNC) -Php. 3,100.00		Collecting Officer, MFO

	4.1 Official acceptance of application, MFO suite database long		1 Working day	SRS, EIMD
	4.2 Processing of application and preparation of CNC and cover letter	None	10 Working days	<i>SRS,</i> EIMD
	4.3 Review of the action on the evaluated application		9 Working days	Supv. SRS, EIMD
	4.4 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.5 Review and approval of endorsed application			<i>Director,</i> MFO
3. Receipt of approved CNC	5.1 Release of CNC to client			<i>SRS,</i> EIMD
	5.2 File copy of the application and action for safekeeping	None		<i>SRS,</i> EIMD
Total Nur	nber of Days		20 W	orking Days



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

Note: This process is ISO Certified.

DOE-MFO EIMD issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels within Mindanao Regions pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Off	fice or Division:	MFO - Energy Industry	/ Management Division (EIMD)		
Cla	assification:	Highly Technical Trans	saction		
Ту	pe of Transaction:	Government-2-Busine	SS		
Wh	no May Avail:	Entities intending to er Liquid Fuels	ngage in the business of retailing of		
	CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
1.	Prior Notice				
	1.1 Filled-out and nota form complete wit information: (1cop	h the following	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph		
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;					
	1.1.2 Location and complete address of the Retail Outlet; and				
	1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperat ive				
2.	 Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy) 		Officer of the Day/Processors/ email <u>eimd.doedavao@doe.gov.ph</u>		
Supporting Documents for 1 st Issuance					
 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB- registered distributor/supplier with validity period (1 copy) 		pplier's Certificate	OIMB-registered distributor/ supplier		

4.	Notarized Statement that the facility design and operation of the Retail Outlet is PNS- compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)	Engineering Procurement Construction Contractor
5.	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
6. islan	Scaled lay-out plan showing the id/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
7.	Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)	
8.	Latest photographs (in 5R size) showing: 8.1 Full/front, right, and left side views of the retail outlet	Provided by Applicant
	8.2 Required stickers/labels for RON, E10 and B2, among others	
	 8.3 Price display board 8.4 Safety and informational signs 8.5 Air/water facility 	
	8.6 No unleaded markings8.7 Valid calibrating bucket	
9.	DOE LTO/COC Clearance of No Pending Case (1 copy)	Legal Services
10.	Payment of fee	Provided by Applicant
Sup	porting Documents for Renewal	
1.	Filled-out and notarized Application Form (1copy)	Provided by Applicant
2.	Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Provided by Applicant
3.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB- registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier

4.	Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)				Provided by	Applicant
5.	DOE LTO/COC Clearance of No Pending Case (1 copy)				Legal Se	ervices
6.	Reportorial Requirements (Under oath; submitted every 30 th day of January) - Data on Purchase, Sales and Inventory in Volume (1 copy)			Provided by Applicant		
7.	Photocopy of pro				Provided b	v Applicant
8.	Payment of Fee					, appriodite
Not						
1.		the above documents ed to MFO-EIMD for urposes				
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.					
(CLIENT STEPS	AGENCY ACTIONS	FEES BE PA	-	PROCESSIN G TIME	PERSON RESPONSIBL E
1.	Filing of application to MFO / EIMD (Walk- in or Online- Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/Loggin g	N / A			Assigned Staff/ SRA,EIMD
		1.1.1If complete, provide DOE LTO/COC Clearance of No Pending Case to be filed on Legal Services				Evaluator, EIMD

			1	1	1
		1.1.2 If incomplete, return to client.			
2.	Filing of DOE LTO/COC Clearance of No Pending Case to Legal	2.1 Checking of database if LFRO has record of pending case	Admin fine (if applicable)		Chief SRS,
	Services	2.2.1 If no pending case, note continue processing of COC			EIMD Director, MFO
		2.2.2 If with pending case, note hold in abeyance processing of COC			Legal Officer, MFO
3.	Filing of application	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Manageme nt Division)	N / A		<i>Staff,</i> EIMD
4.	Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	1. New Application: PhP 3100.00		Collecting Officer, MFO
			2. COC Renewal Fee PhP3000.00		
5.	Submission of application	5.1 Receipt of application and assignment to respective division	N / A	1 Working Day	Admin. Staff, MFO

5.2 Receipt of application and assignment to respective section/ personnel		SRS, EIMD
5.3 Encoding of payment to database		
5.4 Processing of application and preparation of COC	10 Working Days	SRS, EIMD
5.5 Encoding of the COC		
5.6 Review of the application for endorsement to Director		<i>Chief SRS,</i> EIMD
5.7 For Director's approval of the application	9 Working Days	<i>Director,</i> MFO

6. Receipt of approved COC	6.1 Release of COC to client		SRS, EIMD
	6.2 File copy of the application and action for safekeeping		SRS, EIMD
Total Number of Da	ys	20 Working Day	′S



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

	F actoria de la characteria NAcian			
Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Highly Technical Transaction			
Type of	Government-2-Busine	ess		
Transaction:				
Who May Avail:	Entities intending to e	engage in the business of Refilling of LPG		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Application For	rm (New/ Renewal)	Officer of the Day/Processors/email		
		eimd.doedavao@doe.gov.ph		
1.1 Filled-out and r				
application form –		Provided by Applicant		
	icate of the existence			
of a refilling contract		Provided by Applicant		
both the Refiller an				
Trademark owner o				
2. Supporting Doc	•	Provided by Applicant		
application/Expire		Drevided by Applicant		
		Provided by Applicant		
existence of a refill	Refiller and the third-			
party Trademark ov				
2.2 LTO of Refiller		Provided by Applicant		
2.3 LTO of third-party Trademark		Provided by Applicant		
owner or Marketer;		2 11		
2.4 DOE registration	on certificate -	Provided by Applicant		
Trademark or trade	ename			
	on certificate - LPG	Provided by Applicant		
Seal				
2.6 Checklist of rec	uirements - Annex	Provided by Applicant		
	E-1			
2.7 Company profil	e form – Annex E-2	Provided by Applicant		
2.8 Refilling plant p	orofile form – Annex	Provided by Applicant		
E-3		,		
2.9 List of transpor	t motor vehicle per	Provided by Applicant		
total company basi	s with supporting			

documents - Annex E-4	
2.10 Executive briefer of operation	Provided by Applicant
2.11 Scaled layout plan of the establishment	Provided by Applicant
2.12 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.15 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.16 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.17 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.18 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	DOST - provided by applicant
2.20 Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP) – provided by applicant
2.21 Occupancy permit per establishment from the Local Government Unit;	LGU - provided by applicant
2.22 Permit to operate unfired pressure vessel per tank for LPG business from	DOLE - provided by applicant

the Department of	Labor and			
Employment (DOLE);				
2.23 Environmental compliance		DENR - provided by applicant		
certificate per establishment from the				
Department of Environment and Natural				
Resources;				
	ed service personnel	DOE recogniz		zation - provided
with attached certif	0		by applicant	
	conducted by DOE recognized training			
organization;				
2.26 Latest digital		p	provided by applic	ant
	stamp) showing the			
following:				
	it and back views of			
the establishment;	ala daviaa/a			
- Weighing so				
- LPG cylinde	rs nformational signs			
5	rd showing the			
Facility registered b	•			
address.				
2.27 Fire prevention	on and response	provided by applicant		
manual for motor v	•	٩	formed by applie	
	vention and response	r	provided by applic	cant
manual;	· · · · · · · · · · · · · · · · · · ·	r r		
2.29 Clearance ce	rtificate from the	DOE	E - provided by ap	oplicant
Legal Services - No	pending penalty or		. , ,	
-	ge in the LPG Activity			
2.30 Notarized cor	npany secretary's	p	provided by applic	cant
certificate for autho	rized representative			
and signatory	·			
2.31 Proof of paym	ent of application fee	provided by applicant		
* Original copy of	the above document	s must be pres	ented for authen	tication
purposes				
CLIENT STEPS AGENCY		FEES TO BE	PROCESSING	PERSON
ACTIONS		PAID	TIME	RESPONSIBLE
1. Filing of	1.1 Review of			
Application via	completeness of			
mail or walk-in	documents against			Officer of the
	checklist of			day, EIMD
	requirements			
	Document			
	Tracking/ Logging			

	1.2 If non- compliant, return to client			
	2.1 Checking of database if LPG Refiller has record of pending case			
	2.2 If no pending case, note continue processing of LTO for LPG Refiller	Admin fine (if applicable) – Refer to attached		
	2.3 If with pending case, inform applicant to pay the penalties and settle the case	Prohibited Acts in RA 11592		Staff, EIMD
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP1,000.00/ Certificate		
	6.1 Thorough assessment of application		1 Working day	SRS, EIMD
	6.2 Preparation of Evaluation, LTO Certificate and Cover Letter			
	4.2 Processing of application and preparation of LTO		10 Working days	SRS, EIMD

3. Receipt of approved LTO for LPG Refiller	5.1 Release of LTO for LPG Refiller to client		SRS, EIMD
	4.5 Review and approval of endorsed application	9 Working days	Director, MFO
	4.4 Review and endorsement of application for Director's approval		Chief SRS, EIMD
	4.3 Review of the action on the evaluated application		Supervising SRS, EIMD
	7.2 Endorsement of LTO application for Director's approval		Chief SRS, EIMD
	for LPG Refiller and cover letter		



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

Office or Division	Energy Ir	dustry Management Division (EIMD)		
Classification	Complex Transaction			
Type of Transaction		Government-2-Business		
Who May Avail	Entities intending	g to engage in the business of distribution of LPG		
CHECKLIST OF REG	UIREMENTS	WHERE TO SECURE		
1. Application Form (New/	Renewal)	Officer of the Day/Processors/ email: eimd.doedavao@doe.gov.ph		
1.1 Notarized LTO applica	tion form – Annex	Provided by Applicant		
1.2 Notarized application f form – Authority to Sell a Tradename - Annex 4		Provided by Applicant		
2. Supporting Documents application/Expired LTO)	`			
2.1 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer		Provided by Applicant		
2.2 LTO of Trademark owner or Marketer		Provided by Applicant		
2.3 DOE registration certif or tradename	icate - Trademark	Provided by Applicant		
2.4 DOE registration certif	icate – LPG Seal	Provided by Applicant		
2.5 Checklist of requirem	ents - Annex F-1	Provided by Applicant		
2.6 Company profile form – Annex F-2		Provided by Applicant		
2.7 Outlet profile form - Annex F-3		Provided by Applicant		
2.8 List of transport moto total company basis with s documents - Annex F-4		Provided by Applicant		

2.9 Executive briefer of operation	Provided by Applicant
2.10 Scaled layout plan of the establishment	Provided by Applicant
2.11 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.12 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.15 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.16 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.17 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.18 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.20 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
 2.21 Latest digital photographs (5R Size with date/time stamp) showing the following: a. Full and front and back views of the establishment; b. Price display board; c. Measuring device/s; 	provided by applicant

 d. LPG cylinders; and e. Safety and informational signs; and f. Display board showing the Facility registered business name and address. 			
2.22 Fire prevention and response manual	provided by applicant		
2.23 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant		
2.24 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant		
2.25 Proof of payment of application fee	provided by applicant		
* Original copy of the above documents must be presented for authentication purposes			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non- compliant, return to client 			Officer of the day, EIMD
	2.1 Checking of database if LPG Dealer has record of pending case			Staff, EIMD
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Dealer	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		
	2.3 If with pending			

	case, inform applicant to pay the penalties and settle the case 2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	SRS, EIMD
	4.2 Processing of application and preparation of Registration and LTO for LPG Dealer and cover letter		10 Working days	SRS, EIMD
	4.3 Review of the action on the evaluated application		9 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.5 Review and approval of endorsed application			Director, MFO
3. Receipt of approved	5.1 Release of Registration and			SRS, EIMD

Registration and LTO for LPG Dealer	LTO for LPG Dealer to client		
	5.2 File copy of the application and action for safekeeping		SRS, EIMD
Total Numbe	er of Days	20 Worki	ng Days



Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Busir	ness	
Who May Avail	Entities intending to engage in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Application Form (New	/ Renewal)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph	
1.1 Notarized application		Provided by Applicant	
2. Supporting Documents application/Expired LTO)	(New		
2.1 Checklist of requiren	nents - Annex H-1	Provided by Applicant	
2.2 Company profile for	m – Annex H-2	Provided by Applicant	
2.3 Establishment profile form - Annex H-3		Provided by Applicant	
2.4 List of motor vehicle per total company basis with supporting documents - Annex H-4;		Provided by Applicant	
2.5 Executive briefer of operation		Provided by Applicant	
2.6 Scaled layout plan o	f the establishment	Provided by Applicant	
2.7 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)	
2.8 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)	

2.0 Latest CIC if CEC registered or its	Depertment of Trade and Industry (DTI) or
2.9 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or
equivalent il DTI OI CDA registered	CDA (Cooperative Development Authority
	– provided by applicant)
2.10 Business permit for the applied	LGUs for every municipality- provided by
business activity from the Local Government	applicant
Unit or PEZA Certificate of Registration	applicant
2.11 Bureau of Internal Revenue registration	BIR- provided by applicant
for the applied business activity	Bitte provided by applicant
2.12 Certificate of registration and official	LTO – provided by applicant
receipt per motor vehicle from LTO with	
corresponding picture of the front of vehicle	
with plate number	
2.13 Conveyance Permit per motor vehicle	Bureau of Fire Protection (BFP) – provided
from the Bureau of Fire Protection	by applicant
2.14 Calibration certificate per bulk motor	DOST - provided by applicant
vehicle (lorry tank) from DOST.	
2.15 Fire safety inspection certificate per	Bureau of Fire Protection (BFP) – provided
establishment from the Bureau of Fire	by applicant
Protection	
2.16 Occupancy permit per establishment	LGUs for every municipality- provided by
from the Local Government Unit	applicant
2.17 Environmental compliance certificate	DENR - provided by applicant
per establishment from the Department of	
Environment and Natural Resources;	
2.18 List of qualified service personnel with	DOE recognized training organization -
attached certificate of training conducted by	provided by applicant
DOE recognized training organization	
2.19 Latest digital photographs (5R Size	provided by applicant
with date/time stamp) showing the following:	
- Full and front and back views of the	
establishment;	
- Price display board;	
- Safety and informational signs; and	
- Display board showing the Facility	
registered business name and address.	a new field de la constitución
2.20 Fire prevention and response manual	provided by applicant
2.21 LPG spill prevention and response	provided by applicant
manual;	
2.22 Clearance certificate from the Legal	DOE - provided by applicant
Services - No pending penalty or prohibition	
to engage in the LPG Activity	

2.23 Notarized company secretary's certificate for authorized representative and signatory		i	provided by ap	plicant
2.24 Proof of payment of application fee			provided by ap	plicant
* Original copy	of the above docume Pเ	ents must be irposes	presented for au	Ithentication
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements Document Tracking/ Logging 1.2 If non- compliant, return to client 			Officer of the day, EIMD
	2.1 Checking of database if Auto LPG Dispensing Station has record of pending case	Admin fine (if		Staff, EIMD
	2.2 If no pending case, note continue processing of LTO for Auto LPG Dispensing Station	applicable) – Refer to attached Prohibited Acts in RA		
	2.3 If with pending case, inform applicant to pay the penalties and settle the case	11592		
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO

	4.1 Official acceptance of application, MFO suite database logging	1 Working day	SRS, EIMD
	4.2 Processing of application and preparation of LTO for Auto LPG Dispensing Station and cover letter	10 Working days	SRS, EIMD
	4.3 Review of the action on the evaluated application	9 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval		Chief SRS, EIMD
	4.5 Review and approval of endorsed application		Director, MFO
3. Receipt of approved LTO for Auto LPG Dispensing Station	5.1 Release of LTO for Auto LPG Dispensing Station to client		SRS, EIMD
	5.2 File copy of the application and action for safekeeping		SRS, EIMD
Total Num	ber of Days	20 Workir	ng Days



Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Bus	ness	
Who May Avail	distribution, and de from one place to a		
CHECKLIST OF REG	UIREMENTS	WHERE TO SECURE	
1. Application Form (New/	Renewal)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized	••	Provided by Applicant	
2. Supporting Documents application/Expired LTO)	(New		
2.1 Checklist of requiremen	ts - Annex C-1	Provided by Applicant	
2.2 Company profile form – Annex C-2		Provided by Applicant	
2.3 List of motor vehicle per company or establishment basis with supporting documents - Annex C- 3		Provided by Applicant	
2.4 List of marine vessel per company or establishment basis with supporting document - Annex C-4		Provided by Applicant	
2.5 Executive briefer of operation		Provided by Applicant	
2.6 Scaled layout plan of the establishment		Provided by Applicant	
2.7 Business registration for business activity from the S Exchange Commission or D Trade and Industry or Coop Development Authority (whi applicable)	ecurities and Department of erative	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)	

2.8 Articles of Incorporation if SEC registered	Department of Trade and Industry (DTI)			
or its equivalent if DTI or CDA registered	or Security Exchange Commission (SEC)			
	or CDA (Cooperative Development			
	Authority – provided by applicant)			
2.9 Latest GIS if SEC registered or its	Department of Trade and Industry (DTI)			
equivalent if DTI or CDA registered	or Security Exchange Commission (SEC)			
	or CDA (Cooperative Development			
	Authority – provided by applicant)			
2.10 Business permit for the applied business	LGUs for every municipality- provided by			
	applicant			
	BIR- provided by applicant			
for the applied business activity				
2.12 Certificate of registration and official	LTO – provided by applicant			
-				
corresponding picture of the front of vehicle				
	Bureau of Fire Protection (BFP) –			
from the Bureau of Fire Protection				
2.14 Ship Registry and Safety Certificates per				
•				
	provided by applicant			
motor vehicle				
2.16 Fire prevention and response manual for	provided by applicant			
marine vessel;				
2.14 List of qualified service personnel with	DOE recognized training organization -			
	DOE - provided by applicant			
	provided by applicant			
2.21 Proof of payment of application fee	provided by applicant			
* Original copy of the above documents	nust be presented for authentication			
purposes				
parboo				
equivalent if DTI or CDA registered 2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration 2.11 Bureau of Internal Revenue registration for the applied business activity 2.12 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number 2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection 2.14 Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel. 2.15 Fire prevention and response manual for motor vehicle 2.16 Fire prevention and response manual for marine vessel; 2.14 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization; 2.19 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity 2.20 Notarized company secretary's certificate for authorized representative and signatory 2.21 Proof of payment of application fee * Original copy of the above documents I	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant) LGUs for every municipality- provided by applicant BIR- provided by applicant LTO – provided by applicant Bureau of Fire Protection (BFP) – provided by applicant MARINA - provided by applicant provided by applicant DOE recognized training organization - provided by applicant DOE - provided by applicant DOE - provided by applicant provided by applicant			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non-compliant, return to client 			Officer of the day, EIMD
	2.1 Checking of database if Independent Hauler of LPG in Cylinder and/or Cartridge has record of pending case	Admin fine (if		
	2.2 If no pending case, note continue processing of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge	applicable) – Refer to attached Prohibited Acts in RA 11592		Staff, EIMD
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO
	4.1 Official		1 Day	SRS, EIMD

	acceptance of application, MFO suite database logging	PhP 1,000.00 / Certificate		
	4.2 Processing of application and preparation of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge and cover letter		10 days	SRS, EIMD
	4.3 Review of the action on the evaluated application		9 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.5 Review and approval of endorsed application			Director, MFO
3. Receipt of approved LTO for Independent Hauler of LPG in Cylinder and/or	5.1 Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client			SRS, EIMD
Cartridge	5.2 File copy of the application and action for safekeeping			SRS, EIMD
Total Nur	nber of Days		20 Worki	ng Days



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to of LPG directly to a	engage in the business of selling/retailing consumer	
CHECKLIST OF REG		WHERE TO SECURE	
1. Application Form (New/	Renewal)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized form – Annex G		Provided by Applicant	
1.2 Filled-out and notarized Registration form – Annex 4		Provided by Applicant	
2. Supporting Documents application/Expired LTO)	(New		
2.1 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer:		Provided by Applicant	
2.2 LTO of Dealer		Provided by Applicant	
2.3 LTO of Trademark owner or Marketer		Provided by Applicant	
2.4 DOE registration certific tradename;	ate - Trademark or	Provided by Applicant	
2.5 DOE registration certific	ate – LPG Seal	Provided by Applicant	
2.6 Checklist of requirements - Annex G-1		Provided by Applicant	
2.7 Company profile form – Annex G-2		Provided by Applicant	
2.8 Outlet profile form - Annex G-3		Provided by Applicant	
2.9 List of transport motor ve company basis with support Annex G-4	•	Provided by Applicant	

2.10 Executive briefer of operation	Provided by Applicant
2.11 Scaled layout plan of the establishment	Provided by Applicant
2.12 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.15 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.16 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.17 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.18 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.20 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.21 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.22 Latest digital photographs (5R Size with date/time stamp) showing the following: a. Full and front and back views of the establishment;	provided by applicant

 b. Price display board; c. Measuring device/s; d. LPG cylinders; and e. Safety and informational signs; and f. Display board showing the Facility registered business name and address. 2.23 Fire prevention and response manual 2.24 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity 2.25 Notarized company secretary's certificate for authorized representative and signatory 			provided by a DOE - provided b provided by a	by applicant	
2.26 Proof of payme * Original copy	of the above docume	ents m	ust be	provided by a presented for au	
		urpose		•	
CLIENT STEPS	AGENCY ACTIONS		S TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non- compliant, return to client 				Officer of the day, EIMD
	2.1 Checking of database if LPG Retailer has record of pending case	Admir	n fine (if		Staff, EIMD
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Retailer	applic Ref atta Proh Acts	ibited in RA 592		
	2.3 If with pending case, inform applicant to pay the				

	penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	SRS, EIMD
	4.2 Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter		10 Working days	SRS, EIMD
	4.3 Review of the action on the evaluated application		9 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.5 Review and approval of endorsed application			Director, MFO
3. Receipt of approved Registration and	5.1 Release of Registration and LTO for LPG			SRS, EIMD

LTO for LPG	Retailer to client		
Retailer	5.2 File copy of the application and action for safekeeping		SRS, EIMD
Total Number of Days		20 Worki	ng Days



Issuance of License To Operate (LTO) for Centralized LPG Piping System

Office or Division	Energy Industry Management Division (EIMD)			
Classification	Complex Transaction			
Type of Transaction	Government-2-Bus	iness		
Who May Avail		o engage in the business of distribution of alized Piping System		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1. Application Form (New/ F	Renewal)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph		
1.1 Notarized application fo	rm – Annex I	Provided by Applicant		
2. Supporting Documents (I application/Expired LTO)				
2.1 Checklist of requiremen	ts - Annex I-1	Provided by Applicant		
2.2 Company profile form – Annex I-2		Provided by Applicant		
2.3 Establishment profile form - Annex I-3		Provided by Applicant		
2.4 Certification of the list o company basis with suppor	•	Provided by Applicant		
2.5 Executive briefer of operation		Provided by Applicant		
2.6 Scaled layout plan of th	e establishment	Provided by Applicant		
2.7 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)		
2.8 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)		

2.9 Latest GIS if SEC registered or its	Department of Trade and Industry (DTI) or
equivalent if DTI or CDA registered	Security Exchange Commission (SEC) or
	CDA (Cooperative Development Authority
	 provided by applicant)
2.10 Business permit for the applied business	LGUs for every municipality- provided by
activity from the Local Government Unit or	applicant
PEZA Certificate of Registration	
2.11 Bureau of Internal Revenue registration	BIR- provided by applicant
for the applied business activity	Dire provided by applicant
	LTO provided by applicant
2.12 Certificate of registration and official	LTO – provided by applicant
receipt per motor vehicle from LTO with	
corresponding picture of the front of vehicle	
with plate number	
2.13 Conveyance Permit per motor vehicle	Bureau of Fire Protection (BFP) – provided
from the Bureau of Fire Protection	by applicant
2.14 Calibration certificate per bulk motor	DOST - provided by applicant
vehicle (lorry tank) from DOST	
2.15 Fire safety inspection certificate per	Bureau of Fire Protection (BFP) – provided
establishment from the Bureau of Fire	by applicant
Protection	2 11
2.16 Occupancy permit per establishment	LGUs for every municipality- provided by
from the Local Government Unit	applicant
	approarm
2.17 Environmental compliance certificate per	DENR - provided by applicant
establishment from the Department of	DENIC provided by applicant
Environment and Natural Resources;	
	DOLE - provided by applicant
2.18 Permit to operate unfired pressure vessel	DOLE - provided by applicant
from the Department of Labor and	
Employment (DOLE);	
2.19 List of qualified service personnel with	DOE recognized training organization -
attached certificate of training conducted by	provided by applicant
DOE recognized training organization	
2.20 Latest digital photographs (5R Size with	provided by applicant
date/time stamp) showing the following:	
a. Full and front and back views of the	
establishment;	
b. Safety and informational signs; and	
f. Display board showing the Facility	
registered business name and address.	
2.21 Fire prevention and response manual	provided by applicant
2.22 LPG spill prevention and response	provided by applicant
manual;	Frender 2) opproxim

2.23 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.24 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.25 Proof of payment of application fee	provided by applicant

* Original copy of the above documents must be presented for authentication purposes

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non-compliant, return to client 			Officer of the day, EIMD
	2.1 Checking of database if Centralized LPG Piping System has record of pending case	Admin fine (if applicable) –		
	2.2 If no pending case, note continue processing of LTO Centralized LPG Piping System	Refer to attached Prohibited Acts in RA 11592		Staff, EIMD
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of	3.1 Processing of	LTO		Collection Officer,

Fees	payment and issuance of Official Receipt	Issuance– Php		MFO
	4.1 Official acceptance of application, MFO suite database logging	3,500.00	1 Working day	SRS, EIMD
	4.2 Processing of application and preparation of LTO Centralized LPG Piping System and cover letter		10 Working days	SRS, EIMD
	4.3 Review of the action on the evaluated application		9 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.5 Review and approval of endorsed application			Director, MFO
3. Receipt of approved LTO Centralized	approved LTO Centralized LPG Centralized Piping System		SRS, EIMD	
LPG Piping System	5.2 File copy of the application and action for safekeeping			SRS, EIMD
Total	Number of Days		20 Wor	king Days



Issuance of Certification for Registration - LPG Bulk Consumer

Office or Division	MFO - Energy Industry Management Division (EIMD)		
Classification	Complex Tra	ansaction	
Type of Transaction	Government-2-Business		
Who may Avail	Entities intending to engage as bulk-consumer of LPG		
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
1. Filled-out and notarized ap form complete with the followinformation: (1 copy)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph	
Supporting Documentary Rec	luirements		
1. Company profile		Provided by applicant	
2. Executive briefer on th of the Bulk Consumer	e operation	Provided by applicant	
3. Site and facility layout plan with sufficient description and legends		Provided by applicant	
4. List of reference stands used in the LPG facility	ards/codes	Provided by applicant	
5. Notarized company ¬secretary's certificate of the authorized representative of the applicant		Provided by applicant	
6. Payment of fee		Provided by applicant	
Notes:			
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication			
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact			



with DOE on behalf of the corporation/company

* Original copy of the above documents must be presented for authentication purposes

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	 1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non-compliant, return to client 			Officer of the day, EIMD
	2.1 Checking of database if LPG Bulk Consumer has record of pending case			Staff, EIMD
	2.2 If no pending case, note continue processing of Registration - LPG Bulk Consumer	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA		
	2.3 If with pending case, inform applicant to pay the penalties and settle the case	11592		
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	Registration Certificate		Collection Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/	1 Working day	SRS, EIMD



	10 0		
	4.2 Processing of application and preparation of Registration - LPG Bulk Consumer and cover letter	4 Working days	SRS, EIMD
	4.3 Review of the action on the evaluated application	2 Working days	Supervising SRS, EIMD
	4.4 Review and endorsement of application for Director's approval		Chief SRS, EIMD
	4.5 Review and approval of endorsed application		Director, MFO
3. Receipt of approved Registration	5.1 Release of Registration Certificate- LPG Bulk Consumer		SRS, EIMD
Certificate- LPG Bulk Consumer	5.2 File copy of the application and action for safekeeping		SRS, EIMD
Total	Number of Days	7 Worki	ng Days



ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

PROCESSES

- 1. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) Supervised by Coal Operating Contract (COC)</u> <u>Holders - New and Renewal</u>
- 2. Issuance of Small-Scale Coal Mining Permit (SSCMP) Independent New and Renewal
- 3. Issuance of Certificate of Coal End-User Registration (CEUR)-New
- 4. Issuance of Certificate of Coal End-User Registration (CEUR) Renewal
- 5. Issuance of Certificate of Coal Trader Accreditation (CTA) New
- 6. Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR)
- 7. Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics New
- 8. <u>Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics</u>
- 9. Issuance of Safety Engineer's (SE) and Safety Inspector's (SI) Permit New and Renewal



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders – New and Renewal

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Supervised by Coal Operating Contract (COC) Holders pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)		
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Citizen		
Who may avail	Interested individu	als	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Submit one (1) set o	f the following:		
 Application Letter ac Director and signed or any Authorized Re 	by the Applicant epresentative		
 Filled out Application Form Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer Technical Description 		Client	
5. Lot Data Computation	n		
6. Area Clearance from DOE-ITMS		DOE-ITMS	
 Certification of Resident 7.1 Barangay Capta 7.2 Municipal/City M 	in and		
8. Work Program (sign Mining Engineer):	•		
8.1 Computation of C 8.2 Mining Method to			
8.3 Projection of Dail Production Rates	y and Annual	Client	
8.4 Table of Organiz			
8.5 List of Mining Eq 8.6 Geological Map of Scale 1:1000	of Area Applied,		
8.7 Detailed Mine Pla			
8.8 Production Cost per metric ton			

per metric to 9. Proof of Workin than P10,000.0	cceptable Market Price on ng Capital of not less 00 (i.e., Certificate of			
Bank Deposit) 10.Real Property Tax Declaration				
11.Operating Agreement 12.Contract of Purchase and Sale		Client		
13.Certification Precondition (CP) from the NCIP or Certificate of Non-Overlap (CNO) from the NCIP that the area affected does not overlap with any ancestral domain (Section 59-IPRA Law)		NCIP		
14.Copy of Official Receipt or validated		DOE-MFO or bank		
deposit slip for the payment of application and permit fees		Application Fee Php 1,000.00 per hectare or fraction thereof		
For Renewal of SSCMP-Supervised by Coal Operating Contract (COC) Holders:				
All the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete		l		

1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
1.3 ERDUD receives the documents and conducts Technical Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	12 Working Days	Director MFO
1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working	<i>Legal Officer</i> Office of the Director
1.4.1 If disapproved, ERDUD rejects the application with a letter	None	- Days	Director MFO

signed by the MFO Director			
1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
1.5 MFO-OD conducts final review and approval of SSCMP application	None		Director MFO
1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	None	-	<i>Admin. Asst. I</i> Office of the Director
1.6 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS I ERDS
1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
Total Number of Days	<u> </u>	20 Working Days	;



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent New and Renewal

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent New and Renewal pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Citi	izen		
Who may avail	Interested individu	als		
CHECKLIST OF RE		WHERE TO SECURE		
Submit one (1) set o	f the following:			
 Application Letter ac Director and signed or any Authorized Re 	by the Applicant			
 Filled out Application Survey Plan (1 myla signed by Geodetic 	r, 2 whiteprints) Engineer	Client		
 Technical Descriptio Lot Data Computation 				
6. Area Clearance from		DOE-ITMS		
 Certification of Resid 7.1 Barangay Capta 7.2 Municipal/City M 	in and			
8. Work Program (sign Mining Engineer):	•			
8.1 Computation of 0 8.2 Mining Method to				
8.3 Projection of Dai Production Rates	ly and Annual	Client		
8.4Table of Organiz				
8.5 List of Mining Eq 8.6 Geological Map Scale 1:1000	of Area Applied,			
8.7 Detailed Mine Pl				
8.8 Production Cost				

eclaration dition (CP) from ate of Non-Overlap P that the area			
dition (CP) from ate of Non-Overlap P that the area			
		NCID	
erlap with any ection 59 - IPRA		NCIF	
12. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-MFO or ba Fee Php 1,000.0 fraction thereo	0 per hectare or
For Renewal of SSCMP-Independent:			
ents are necessary (Area Clearance		Client	
ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	a. 2.1-3.0 hectares - PHP 3,000.00 b. 3.1-4.0 hectares - PHP 4,000.00 c. 4.1-5.0 hectares - PHP	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	erlap with any ection 59 - IPRA eipt or validated ayment of it fees P-Independent: nts are necessary (Area Clearance ENCY ACTIONS MFO Records Officer receives he documents and endorse to OD with Document Fracking System	erlap with any ection 59 - IPRAeipt or validated ayment of it feesApplicationP-Independent: nts are necessary (Area Clearance)ApplicationENCY ACTIONSFEES TO BE PAIDMFO Records Officer receives he documents and endorse to DD with Document Tracking System (DTS)a. 2.1-3.0 hectares - PHP 3,000.00b. 3.1-4.0 hectares - PHP 4,000.00 c. 4.1-5.0b. 3.1-4.0 hectares - PHP	erlap with any ection 59 - IPRADOE-MFO or bi- Application Fee Php 1,000.0 fraction theredP-Independent:Application Fee Php 1,000.0 fraction theredP-Independent:ClientInts are necessary (Area ClearanceClientENCY ACTIONSFEES TO BE PAIDPROCESSING TIMEMFO Records Officer receives he documents and endorse to DD with Document Tracking System (DTS)a. 2.1-3.0 hectares - PHP 3,000.00 b. 3.1-4.0 hectares - PHP 4,000.00 c. 4.1-5.0 hectares - PHP

1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
1.3 ERDUD receives the documents and conducts Technical Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	12 Working Days	<i>Director</i> MFO
1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
1.4 Legal Officer receives the documents and conducts Legal Evaluation	None		<i>Legal Officer</i> Office of the Director
1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	3 Working Days	<i>Director</i> MFO

1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
1.5 MFO-OD conducts final review and approval of SSCMP application	None		Director MFO
1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
1.6 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS I ERDS
1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
Total Number of Days	2	20 Working Days	6



Issuance of Certificate of Coal End-User Registration (CEUR)

Issuance of Certificate of Coal End-User Registration (CEUR) pursuant to P.D. 972 and DC No. 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who may avail	Entities involved in co	pal purchasing and utilization		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished (ERDB Form No. 20		MFO-ERDUD		
 3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 		SEC, DTI, CDA		
4. Technical specificat equipment and loca		Supplier of Equipment		
5. Environmental Com coal storage facility	pliance Certificate of	DENR-EMB		
6. Current Business P	ermit	City/municipality where the facility is located		
7. Other supporting an documents that the necessary for the pr application	DOE may find	Client		
8. Copy of Official Rec deposit slip for the p application fee	•	DOE-MFO or bank Application Fee – Php 5,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents and proof of payment – MFO 	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 5,000.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer</i> Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO

	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
	1.5 MFO-OD conducts final review and approval of CEUR application	None		Director MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.5.2 If approved, MFO-OD records and transmits the approved CEUR to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.6 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS II ERDS
	1.7 Conduct orientation of applicant and release of CEUR	None	1 Working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS
Total Number of Days			20 Wo	orking Days



Issuance of Certificate of Coal End-User Registration (CEUR) Renewal

Issuance of Certificate of Coal End-User Registration (CEUR) Renewal pursuant to P.D. 972 and DC 2012-05-0006.

Off	Office or Division Energy Resource Development and Utilization Division (ERDUD)					
-	ssification		ighly Technical Transaction			
Тур	pe of Transaction		Government-2-Business			
Wh	o may avail	Entities invo	lved in coal purchasing and utilization			
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1.	Application letter		Client			
2.	Duly accomplished (ERDB Form No. 2		MFO-ERDUD			
3.	Certificate of Regis either of the followin agencies: a. Securities and E Commission (SEC) b. Department of T (DTI) c. Cooperative De Authority (CDA)	ng government Exchange) Trade and Industry evelopment	SEC, DTI, CDA			
4.	Technical specificated equipment and located		Supplier of Equipment			
5.	Environmental Cor of coal storage fac		DENR-EMB			
6.	Current Business F	Permit	City/municipality where the facility is located			
7.	Summary of Coal F 1 to 10 (MFO-CEU	Purchases from Year RR-2021-A)	Client			
8.	Other supporting a documents that the necessary for the p application		Client			
9.	Copy of Official Re deposit slip for the application fee		DOE-MFO or bank Application Fee – Php 5,000.00			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents and proof of payment – MFO 	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 5,000.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	8 Working Days	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to FS- CERCD for Financial Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	Technical Audit Specialist FS-CERCD
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO

	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None		<i>Legal Officer</i> Office of the Director
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	3 Working Days	<i>Director</i> MFO
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
	1.6 MFO-OD conducts final review and approval of CEUR-R application	None		<i>Director</i> MFO
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.6.2 If approved, MFO-OD records and transmits the approved CEUR-R to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.7 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS II ERDS
	1.8 Conduct orientation of applicant and release of CEUR-R	None	1 working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
Total Num	ber of Days		20 Worki	ng Days



Issuance of Certificate of Coal Trader Accreditation (CTA) – New

Issuance of Certificate of Coal Trader Accreditation (CTA) New pursuant to P.D. 972 and DC 2012-05-0006.

Of	fice or Division	Energy Resource De	velopment and Utilization Division (ERDUD)
Cla	assification	Highly Technical Tra	nsaction
Ту	pe of Transaction	Government-2-Busin	ess
W	ho may avail	Entities involved in co	oal trading activities
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
	Submit one (1) set	of the following:	WHERE TO SECORE
1.	Application letter add		Oliost
	Director and signed b		Client
	any Authorized Repr		
2.	Duly accomplished a		MFO-ERDUD
	(ERDB Form No. 20	/	
3.	Certificate of Registra	-	
	either of the following agencies:	government	
	a. Securities and Ex	change Commission	
	(SEC)	change commission	
	(020)		SEC, DTI, CDA
	b. Department of Tra	ade and Industry	
	(DTI)		
	c. Cooperative Deve	elopment Authority	
	(CDA)		
4.	Coal Supply Contrac	•	
	agreement, if applica Undertaking with CO		COC Holder, SSCMP Holder, Foreign
	independent SCCMF		Supplier
	coal supplier for a pe	-	
	year		
5.	Environmental Comp	liance Certificate of	DENR-EMB
	coal storage facility		
6.		ness Permit;	City/municipality where the storage facility is
	Present the Original	Copy of Business	located
	Permit		
7.	Other supporting and		Client
	that the DOE may fin		Gient
	proper evaluation of	application.	

	For Corporation, a Certificate.	ttached Secretary's			
8.	Copy of Official Re		DOE-MFO or bank		
	deposit slip for the payment of application fee		App	olication Fee – Ph	p 3,500.00
Sr	For Coal Operating Contract (COC) and Small-Scale Coal Mining (SSCMP) Holders:				
1.	Application Letter				
	SSCMP	ved and duly conformed		Client	
2.		and relevant documents / find necessary for the of application		Choine	
3.	Application Fee			No application	fee
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submission of three (3) complete sets of documents with proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
		1.2MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
		1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
		1.3.1 If disapproved, ERDUD rejects the	None		Director

application with a letter signed by the MFO Director			MFO
1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer</i> Office of the Director
1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
1.5 MFO-OD conducts final review and approval of CTA application	None	2 Working Days	Director MFO
1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO

Total Number of Days			20 working	days
				ERDUD
	applicant and release of CTA	None	1 working Day	Sr. SRS / SRS II
	1.7 Conduct orientation of			Chief SRS / Supvg. SRS /
			0,1	ERDS
	1.6 ERDUD records and updates DTS	None	1 working Day	Sr. SRS / SRS II
	1.5.2 If approved, MFO-OD records and transmits the approved CTA to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director



Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)

Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR) pursuant to P.D. 972 and DC 2012-05-0006.

Of	fice or Division	Energy Resource De	evelopment and Utilization Division (ERDUD)
CI	assification	Highly Technical Tra	insaction
Ту	vpe of Transaction	Government-2-Busir	ness
W	ho may avail	Accredited Coal Trac	ders
	CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE
	Submit one (1) set		
1.	Application letter add Director and signed b any Authorized Represent	by the Applicant or	Client
2.	Duly accomplished a (ERDB Form No. 201		MFO-ERDUD
	Certificate of Registra either of the following agencies: a. Securities and Ex (SEC) b. Department of Tra (DTI) c. Cooperative Deve (CDA)	government change Commission ade and Industry elopment Authority	SEC, DTI, CDA
	Coal Supply Contract agreement, if applica Undertaking with CO independent SCCMP coal supplier for a pe year	ble, or Deed of C D/P Holder, holder or foreign riod of at least 1	COC Holder, SSCMP Holder, Foreign Supplier
	Environmental Comp coal storage facility		DENR-EMB
6.	Copy of Current Busi Present the Original (Permit		City/municipality where the storage facility is located
7.	Yellow copies of Coa of the company's coa year from date of acc	I trading activities (1	Client

8. Other supporting documents that the necessary for the application.				
 Copy of Official F deposit slip for th application fee 	Receipt or validated e payment of	Appl	DOE-MFO or lication Fee – Pt	
For Coal Operating Small-Scale Coal M Holders:	Contract (COC) and Iining (SSCMP)			
 Application Letter Copy of the approved and duly conformed SSCMP Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation) Other Supporting and relevant documents that the DOE may find necessary for the 			Client	
proper evaluation4. Application Fee		No application fee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents with proof of payment – MFO 	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None	Day	<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and	None	8 Working Days	Chief SRS / Supvg. SRS / Sr. SRS / SRS II

conducts Technical Evaluation			ERDUD
1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None		Technical Audit Specialist FS-CERCD
1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	4 Working Days	<i>Director</i> MFO
1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working	<i>Legal Officer</i> Office of the Director
1.5.1 If disapproved, ERDUD rejects the application with a	None	- Days	Director MFO

	letter signed by the			
	MFO Director			
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
	1.6 MFO-OD conducts final review and approval of CTAR application	None		<i>Director</i> MFO
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
1	1.7 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS II ERDS
1	1.8 Conduct orientation of applicant and release of CTAR	None	1 Working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
Total Number of Day	/S		20 Workin	g days



Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New

Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New pursuant to P.D. 972 and DC 2012-05-0006.

Of	fice or Division	Energy Resource De	velopment and Utilization Division (ERDUD)		
Cla	assification	Highly Technical Tra			
Ту	pe of Transaction	Government-2-Busin	ess		
W	no may avail	Entities involved in co	pal trading activities		
	CHECKLIST OF R		WHERE TO SECURE		
	Submit one (1) set of the following:				
FOR LOGISTICS SERVICE PROVIDER					
	auling Services)				
1.	Application letter add				
	Director and signed I	• • • •	Client		
	any Authorized Repr				
2.	Duly accomplished a		MFO-ERDUD		
2	(ERDB Form No. 207 Certificate of Registre				
5.	-				
	either of the following government agencies:				
	•	change Commission			
	(SEC)	containge Commission	SEC, DTI, CDA		
	b. Department of Tr	ade and Industry			
	(DTI)	, , , , , , , , , , , , , , , , , , ,			
	c. Cooperative Deve	elopment Authority			
	(CDA)				
4.	Copy of Current Bus	iness Permit;	City/municipality where the office/storage		
	Present the Original	Copy of Business	facility is located		
	Permit				
5.	List of Authorized Dr	ivers			
6.	List of vehicles with p	plate number and	Client		
	copy of OR/CR				
7.	Certification from an	Accredited Coal			
	Trader or Registered	Coal End-User	Accredited Coal Trader/Registered Coal End-		
	acknowledging that t		User		
	Logistic Service Prov	vider			
8.	Other Supporting and	d relevant	Client		
	documents that the I	DOE may find	Onent		

9. (9. (7 FOF (Sto ff:	 necessary for the proper evaluation of application. (For Corporation, attached Secretary's Certificate) 9. Copy of Official Receipt or validated deposit slip for the payment of application fee FOR LOGISTICS SERVICE PROVIDER (Storage): items 1, 2, 3, 4, 7, 8, 9 and the ff: 1. Environmental Compliance Certificate 		DOE-MFO or bank Application Fee – Php 3,500.00 <i>(non-refundable)</i>		p 3,500.00
	ECC)	mpliance Certificate		DENR-EME	3
C	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID TIME RESPONSIBIL		PERSON RESPONSIBLE
th c d p	Submission of hree (3) complete sets of locuments with proof of payment - MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00		<i>Admin. Asst. I</i> Office of the Director
		1.2MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
		1.3 ERDUD receives the documents and conducts Technical Evaluation	None	- 12 Working Days	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
		1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO

1.3.2 If approved, ERDUD endorses the application to	Nee		Chief SRS / Supvg. SRS /
MFO Legal Officer for Legal Evaluation			Sr. SRS / SRS II ERDUD
1.4 MFO Legal Office receives the documents and conducts Legal Evaluation	r None		<i>Legal Officer</i> Office of the Director
1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	3 Working Days	<i>Director</i> MFO
1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer</i> Office of the Director
1.5 MFO-OD conducts final review and approval of CTA- Logistics application	None		<i>Director</i> MFO
1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
1.5.2 If approved, MFO-OD records and transmits the approved CTA- Logistics to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director

Total Number of Days			20 working	
1	I.7 Conduct orientation of applicant and release of CTA- Logistics	None	1 working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
1	1.6 ERDUD records and updates DTS	None	1 working Day	Sr. SRS / SRS II ERDS



Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics

Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics pursuant to P.D. 972 and DC 2012-05-0006.

Of	fice or Division	Energy Resource De	evelopment and Utilization Division (ERDUD)		
Cl	assification	Highly Technical Tra	nsaction		
Ту	pe of Transaction	Government-2-Busir	iess		
W	ho may avail	Accredited Coal Trac	ders		
	CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
	Submit one (1) set	-	WHERE TO SECORE		
FC	OR LOGISTICS SERV	ICE PROVIDER			
-	auling Services)				
1.	Application letter add				
	Director and signed b		Client		
	any Authorized Repr				
2.	Duly accomplished a		MFO-ERDUD		
	(ERDB Form No. 201				
3.	Certificate of Registra				
	either of the following	government			
	agencies:	ahanana Cammiaaian			
	a. Securities and Ex	change Commission	SEC, DTI, CDA		
	(SEC) b. Department of Tra	ada and Inductry			
	(DTI)				
	c. Cooperative Deve	elopment Authority			
	(CDA)				
4.	Copy of Current Busi		City/municipality where the office/storage		
	Present the Original	Copy of Business	facility is located		
5	Permit.	am data of			
э.	LSP report (1 year fro accreditation)				
6.	List of authorized driv	/Ars	Client		
-	List of vehicles with p		Gient		
1.	copy of OR/CR				
8.	Certification from an	Accredited Coal			
0.	Trader or Registered		Accredited Coal Trader/Registered Coal		
1	acknowledging that t		End-User		
	hauler				
L					

necessary for th application	g and relevant the DOE may find e proper evaluation of n, attached Secretary's		Client	
10. Copy of Official deposit slip for t application fee	Receipt or validated he payment of	Арр	DOE-MFO or lication Fee – Pł	
	ERVICE PROVIDER 2, 3, 4, 8, 9, 10 and the			
1. Environmental C (ECC)	compliance Certificate		DENR-EM	В
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents with proof of payment – MFO 	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None	Day	<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	<i>Director</i> MFO	

Leg end app for	2 If approved, al Officer lorses the lication to OD Final Review	None		<i>Legal Officer</i> Office of the Director
disa ERI app lette	1 If approved, DUD rejects the lication with a er signed by the O Director	None	3 Working Days	<i>Director</i> MFO
rece doc con	O Legal Officer eives the suments and ducts Legal iluation	None		<i>Legal Officer</i> Office of the Director
ERI the MF for	2 If approved, DUD endorses application to O Legal Officer Legal Iluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
disa ERI app lette	1 If approved, DUD rejects the lication with a er signed by the O Director	None	4 Working Days	<i>Director</i> MFO
doc con	CERCD eives the suments and ducts Financial iluation	None		Technical Audit Specialist FS-CERCD
ERI the FS- Fina	2 If approved, DUD endorses application to CERCD for ancial luation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD

Total Number of Da		20 working	g days	
	1.8 Conduct orientation of applicant and release of CTAR- Logistics	None	1 Working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.7 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS II ERDS
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR- Logistics to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.6 MFO-OD conducts final review and approval of CTAR- Logistics application	view and al of CTAR- None s		<i>Director</i> MFO



Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit – New and Renewal pursuant to P.D. 972 and DC 2018-12-0028.

Off	ice or Division	Energy Resource Dev	elopment and Utilization Division (ERDUD)		
	ssification	Complex Transaction			
	be of Transaction	Government-2-Citizer			
Wh	o may avail		gineer and Safety Inspector of Coal Operating ders and/or Small-Scale Coal Mining Permit		
S	CHECKLIST OF R Submit Three (3) set		WHERE TO SECURE		
Α.	For Safety Engi	neer			
1.	Filled-out ERDB Fo QF-001	rm No. DOE-ERDB-	MFO-ERDUD		
2.	Originally Signed R	esume			
3.	Certificate/s of Train Safety and Health r Operations	elated to Mining			
4.	Two (2) 2"x2" ID ph	oto			
5.	Certified True Copy	of PRC ID	Client		
6.	Original Copy of va	lid Police Clearance			
7.	Letter Addressed to recommending/end signed by the comp Manager of COC of	orsing the applicant any's Resident			
8.	Copy of Official Red deposit slip for the application and per	payment of	DOE-MFO or bank Application Fee - Php 550.00		
В.	For Safety Inspe	ector			
1.	Filled-out ERDB Fo QF-001	rm No. DOE-ERDB-	MFO-ERDUD		
2.	Originally Signed R	esume			
3.	Two (2) 2"x2" ID ph	oto			
4.	Original Copy of va	lid Police Clearance			
5.	Letter Addressed to recommending/end signed by the comp Manager of COC of	orsing the applicant any's Resident	Client		

6. Any of the follo a. Certified Tru Mining Engineer	e Copy of Diploma for			
Engineering, Ge Chemistry cours Employment/Em	e Copy of Diploma for any ology, Metallurgy, or e, and Certificate of ployment Record one (1) year experience			
Records if Unde Engineering, Ge Chemistry cours Employment/Em	e Copy of School rgraduate in any ology, Metallurgy, or ee, and Certificate of ployment Record t three (3) years of afety Work			
Diploma, and Ce Employment/Em showing at least experience in Sa	ployment Record five (5) years of afety Work			
Transcript of Re Employment/Em	e Copy of High School cords and Certificate of ployment Record ten (10) years of afety Work			
	Receipt or validated he payment of application	А	DOE-MFO or pplication Fee - F	
CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of three (3) complete sets of documents with proof of payment - MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 550.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director

	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
	1.4 MFO-OD conducts final review and approval of SE/SI application	None		<i>Director</i> MFO
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director</i> MFO
	1.4.2 If approved, MFO- OD records and transmits the approved SE/SI Permit to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.5 ERDUD records and updates DTS	None	1 Working Day	Sr. SRS / SRS II ERDS
	1.6 Conduct orientation of applicant and release of SE/SI Permit	None	1 Working Day	Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD
Total Numbe	r of Days		7 Wo	rking Days

INTERNAL SERVICES



Issuance of Legal Opinion

Walk-In transaction only.

Office or Division:	Mindanao F	ield Office	 Office of the Dir 	ector		
Classification:		Simple Trar	nsaction			
Type of Transactio	on:	Governmen	t-2-Govern	ment		
Who may avail:		MFO Emplo	oyees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
None			None			
CLIENT STEPS	T STEPS AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present document for	1.1. Cl intervie	arificatory w			<i>Legal Officer,</i> MFO	
clarification/ 1.2. Issuance of Request for legal legal opinion opinion		None	1 Working Day	<i>Legal Officer,</i> MFO		
Total Num	ber of D	ays		1 \	Working Day	



Legal Clearance (Certificate of No Violations)

Walk-In transaction only. For renewal of licenses/permits for ERDUD and EIMD applicants.

Office or Division:	Mindanao F	ield Office	- Office of the Dir	ector			
Classification:		Simple Trar	nsaction				
Type of Transaction	on:	Governmen	t-2-Citizen				
Who may avail:		Applicant					
CHECKLIST OF REQUIREMENTS				WHERE TO S	ECURE		
1. Official Record o	1. Official Record of Pending Violations			Legal Officer			
CLIENT STEPS		GENCY CTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submission of application form			None	1 Working Day	Legal Officer, MFO Legal Officer, MFO		
1.3 Releasing and Recording					Legal Officer, MFO		
Total Nu	imber of	Days		1 Wo	orking Day		



Mailing Postal Services

Office or Division	Office or Division Mindanao Field Office – Office of the Director					
Classification		Simple Transacti	on			
Type of Transaction	on	Government-2-G	overnment			
Who may avail		All MFO Personn	el			
CHECKLIST OF	REC	UIREMENTS		WHERE TO SEC	CURE	
1. Request for Ma	iling/F	Postal Form				
2. Letter/s			N	IFO-Office of the	Director	
3. Summary of Re	3. Summary of Request for Mailing					
CLIENT STEPS AGENCY ACT		ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Endorse mails to the Office of the Director 	cheo requ com			6 hours	Admin. Aide III, MFO	
		Deliver mails to office	Fees		<i>Admin. Aide III,</i> MFO	
1.3 Prepare for reimbursement of the request for mailing with duly accomplished documents and forward to the Petty Cash Custodian		charged by the Postal Office	2 hours	<i>Admin. Aide III,</i> MFO		
Total Numb	er of	Days		1 W	orking Day	



Processing of Petty Cash

Office or Division	on:	Mindanao Field	Office – Office	of the Director		
Classification:		Simple Transac	ction			
Type of Transa	ction:	Government-2-	Government			
Who may avail:	1	All MFO Persor	nnel			
CHECKLIST (OF REQ	UIREMENTS		WHERE TO SEC	URE	
1. Approved Pet	ty Cash	Voucher				
2. Official Receip Purchase	-					
3. Approved Purchase Request						
4. Quotations fro	om at lea	ast 3 suppliers	En En	d User's Division	/Section	
5. Abstract of Canvass						
6. Approved Pur	chase C	Drders]			
7. Inspection and	7. Inspection and Acceptance Report					
CLIENT STEPS	AGEN	ICY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Duly approved Petty1.1 Receive duly approved PCV and supporting documents from end- userVouchers (PCV)1.2 Check and review the attached supporting documents1.2 Check and review the attached supporting documents1.3 Approved PCV for Payment1.4 Release of Petty Cash		Actual Expenses of Vehicle Repair / Maintenance Postage Stamp & Mailing Services Other Emergency Purchases	1 Working Day	<i>Admin. Officer IV,</i> MFO		
Total	Numbe	r of Days	1	1 Wor	king Day	



Processing of Transportation and Logistics

Office or Division	Office or Division: Mindanao Field		Office – Office of the Director			
Classification: S		Simple Transactions				
Type of Transact	ion:	Government-2-0	Governmer	nt		
Who may avail:		DOE-MFO Emp	loyees			
CHECKLIST O	F REQ	JIREMENTS		WHERE TO S	ECURE	
1. Duly Accom	nplished	Trip Ticket	Drivers	/ Authorized Driv	ers of the Vehicles	
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished Trip Ticket	 1.1 Receive Trip Ticket from requesting Division/Section 1.2 Assign service vehicle and driver. Inform the driver of the trip 1.2.1 Trips within Davao City shall be endorsed by the Division Chief and approved by the 		None		Admin. Assistant III, MFO Chief SRS, EIMD / ERDUD Director, MFO	
	1.2.2 Davac recom Divisio approv	Director Trips outside O City shall be mended by the on Chief and ved by the Director		1 Working Day	Chief SRS, EIMD / ERDUD Director, MFO	
	1.3 Log the approved Trip Ticket and return to the requesting Division/Section		approved Trip Ticket and return to the requesting			<i>Admin. Assistant III,</i> MFO
Total Num	nber of	Days		1 \	Working Day	



Receiving and Endorsing Outgoing Documents

Office or Division:		Mindanao Field Office – Office of the Director				
Classification:		Simple Transactions				
Type of Transaction:		Governm	ent-2-l	Business		
Who may avail:		Clients / /	All Gov	/ernment	Units / All DOE E	mployees
CHECKLIST O	REQUI	REMENTS	6		WHERE TO S	ECURE
1. Receiving and emails/documents	d Outgoir	ng			DOE-MFO / Assi	gned Staff
CLIENT STEPS	AGEN		ONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Incoming and Outgoing Communications (Walk-in/ Mailed		Receive /ledge e-m document				
communications and E-mailed communications)	1.2 Log Communications to the Document Tracking System (DTS)				Admin. Assistant I,	
	1.3 Instruction/A Slip (I/A Slip		epare Iment		1 Working Day	MFO
	1.4 Endorse communication to the Office of the Director		o the	None		
	1.5 Review and evaluate communication and assigned to the concerned Division/Section				<i>Director,</i> MFO	
	Slip to Divisior attachm	ion/Assign the assi n/Staff	igned with for			<i>Admin. Assistant I,</i> MFO



Strategic Performance Management System–OPCR/DPCR/IPCR

Office or Division:	:	Mindanao Field (Office – Office of the Director			
Classification:		Simple Transacti	on			
Type of Transaction	on:	Government-2-G	Government			
Who may avail:		DOE-MFO Emplo	oyees			
CHECKLIST O	F REQ	UIREMENTS		WHERE TO S	ECURE	
1. Office Performar Review (OPCR)	nce Co	mmitment and				
2. Individual Perfor and Review (IPCR)		Commitment		MFO-Office of th	e Director	
3. Coaching and M	onitori	ng Form (CMF)				
4. Individual Develo	pmen	t Plan (IDP)				
5. Summary Repor Per Office/Division	5. Summary Report of Targets, Ratings of Per Office/Division					
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of various documents relating to SPMS	inforr regar subm follov Targe IPCR Sum	Dissemination of nation to MFO ding the ission of the <i>v</i> ing: ets, DPCR, ,IDP, CMF, mary Report of rmance		1 Hour	<i>Admin. Officer II,</i> MFO	
2. Submits to the Division/Section	2.1 Consolidate documents		None	3 Hours	Assigned Staff, Division/Section	
3. Submit collected IPCR and DPCR (per Division) to the OD	valida conse	olidates, files, ecords		3 Hours	<i>Admin. Officer II,</i> MFO	
		Prepares OPCR O Director		1 Working Day	Admin. Assistant I, MFO	

3.4 Prepares transmittal, seal documents and mail to Central Office	1 Hour	<i>Admin. Officer II,</i> MFO
Total Number of Days	2 W	orking Days



Collection of Fees and Charges

Office or Division:	: Mindanao Fie	Mindanao Field Office – Office of the Director				
Classification:	Simple Trans	action				
Type of Transaction:	Government-	2-Government				
Who may avail:	Mindanao Fie	eld Office				
CHECKLIST OF R	EQUIREMENTS	UIREMENTS WHERE TO SECURE				
1. Order of Payme	nt	М	FO-Office of the E	Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Payment from O MFO-OD Pa	1 Check the rder of ayments against ees and Charges	Application Fee Ack. Fee Certificate of		<i>Admin. Assistant III,</i> MFO		
Ri Pa	2 Issue Official eceipt for the ayment eceived	Compliance Fee Standard Compliance Certificate Administrative Fines Issuance of Certification Processing Fee Refund of Cash	2 Working Days (Deposit collections to LBP on the following day)	Collecting Officer, MFO		
Co La Pl du	3 Deposit ollections to and Bank of the hilippines with uly signed slips nd summaries			<i>Admin. Assistant III,</i> MFO		
Total Numb	per of Days	Advances	2 W	orking Days		



Processing of Procurement Through PS-DBM

Office or Division	Office or Division Mindanao Field			Office – Office of the Director		
Classification		Simple Transacti	tion			
Type of Transaction Government-2-0			overnment	t		
Who may avail		Mindanao Field (Office			
CHECKLIST		JIREMENTS		WHERE TO SE	ECURE	
1. Preparation of Request (APR) ba MFO Annual Proc Use Supplies (AP	ased on th curement	he consolidated Plan-Common	MFO-Office of the Director			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Consolidation of APP-CSE of DOE-MFO	AGENCY ACTIONS 1.1 Prepare the Agency Procurement Request (APR) based on the consolidated APP-CSE with attached pertinent documents 1.2 Prepare check payment 1.3 Deliver check payment to PS-DBM 1.4. Claim various supplies as requested in the APR		Total amount in APR	1 Working Day	Admin. Assistant I, MFO Admin. Officer IV, MFO Admin. Assistant I, MFO Admin. Assistant I, MFO Admin. Assistant	
1.5 Update inventory of office supplies				<i>I,</i> MFO		
Total Num	ber of Da	ays		2 We	orking Days	



Processing of Procurement Through Alternative Method of Procurement (AMP Sec. 53.9 – Small Value Procurement, AMP 53.10 – Lease of Real Property or Venue)

Office or Division	on	Mindanao Field Office – Office of the Director				
Classification		Highly Technical Tra	ansaction			
Type of Transa	ction	Government-2-Gove	ernment			
Who may avail		Mindanao Field Offic	ce (End U	sers)		
CHECKLIS	T OF RE	QUIREMENTS		WHERE TO SE	CURE	
1. Memorandun Chair	n Reques	t to DOE BAC		End User's Divisio	n/Section	
2. Copy of appro APP	oved API	P or Supplemental				
	 Approved and Numbered Purchase Request (PR)/ Request for Service (RFS) 			Procurement Management Division/ Budget Division – Central Office		
	4. Technical Specifications/ Terms of Reference approved by the MFO Director		End User's Division/Section			
5. Secretary's a applicable	pproval c	of the Activity, if	End User's Division/Section			
CLIENT STEPS	AGI	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. End User submits Procurement Request	1.1 Receive the procurement request, reviews completeness of documents per checklist and check if AMP requires posting			4 hours	BAC Secretariat, MFO-SBAC	
	1.2 End to the M Chairma	lorse the documents IFO-SBAC an for endorsement of for evaluation			BAC Secretariat, MFO-SBAC	

Total Number of D	ays		20 Wo	orking Days
Issuand Order (I	paration and e of Purchase PO) and Notice to d if needed		5 Working Days (POs are prepared by the Central Office)	PMD-Central Office/ BAC Secretariat MFO-SBAC
Resolut	pare MFO-SBAC ion and Notice of and transmit for re		1 Working Day	BAC Secretariat, MFO-SBAC
evaluati procure folders	-procurement on upon receipt on ment request for inclusion in the BAC agenda		7 Working Days	TWG, MFO-SBAC
	ting of procurement SEPS by the DOE-		5 Working Days	BAC Secretariat, DOE-BAC
procure	uest posting of ment to PhilGEPS DOE-BAC, if ary		4 hours	BAC Secretariat, MFO-SBAC
RFQs to supplien known o respond the requ be allow Receipt quotatio	pare and send the o at least three (3) rs and contractors of qualifications. Those ded through any of uired posting shall ved to participate. to f at least one (1) on is sufficient to d with the evaluation	None	1 Working Day	Assigned Staff, Division/Section



Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

Office or Division:	Office or Division: Mindanao Field O			e of the Director	
Classification:		Simple Transactio	ons		
Type of Transaction: Government-2			vernment		
Who may avail:	Who may avail: DOE-MFO Emplo				
CHECKLIST OF	REC	UIREMENTS		WHERE TO SE	CURE
1. Properly filled-up Slip (RIS) (To issue common materials and Proper Equipment to reques	n offi rty, P	ce supplies, lant and		MFO-Office of the	e Director
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Requisition Issuance Slip (RIS)	sup mat	Receive RIS for plies and erials and verify cks on hand			<i>Admin. Assistant I,</i> MFO
for Issuance of Supplies and Office Equipment per Division and/or Individual	sigr Cus for S	Prepare duly ned Inventory stodian Slip (ICS) Semi-Expendable oplies, if any		1 Working Day	<i>Admin. Assistant I,</i> MFO
	1.3 Prepare a release stock Division and/ Individual				<i>Admin. Assistant I,</i> MFO
1.4 Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand			1 Working Day	<i>Admin. Assistant I,</i> MFO	
Total Number	of C	Days		2 W	orking Days



Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Office or Division:	Mindanao Field Office – Office of the Director				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Gov	ernment			
Who may avail:	DOE Employees				
CHECKLIST OF RE		WHERE TO SECURE			
1. Local Travel Expense	ses				
1.1 Duly Approved Trav					
1.2 Actual Itinerary of T					
approved by authorized of		Concerned Employee			
1.3 Certificate of Travel					
1.4 Certificate of Appea					
1.5 Plane / Bus / Boat T		Concerned Employee / Airline / Bus / Ferry			
Passes / Terminal Fees	Ũ	Company			
1.6 Official Receipts for	hotel				
accommodations togethe	er with hotel	Concerned Employees / Hotel			
Statements of Account a	nd other related	Concerned Employee / Hotel			
travel expenses claimed					
1.7 For hotel expenses					
certification of expenses					
Head of Agency or author					
1.8 For taxi fare claimed					
the use of taxi rather than	-	Concerned Employee			
transportation duly noted					
and proof of payment or					
Expense Receipt (RER)	for each fare in				
excess of P75.00	n an a cial binan af				
1.9 For chartered trips of					
Public Utility and garage					
motorboats, extraordinar	y means of				
transportation: 1.9.1 Proof of Payment of	r RER for each				
fare in excess of Php 75.		Concerned Employee			
1.9.2 Certification from Ic					
regarding the prevailing of		Concerned Employee / Local Official			
place visited					
1.10 For fuel expenses in	ncurred:				
1.10.1 Official Receipt		Concerned Employee			

1.10.2 Copy of duly accomplished Vehicle						
Trip Ticket						
1.11 If cash advance v	was granted copy of			-		
previously approved it		Concerned Employee				
1.12 Liquidation Repo			Concerned Emp			
2. Foreign Travel			Concerned Emp	loyee		
	vel Authority from the					
Office of the President	-					
2.2 Actual Itinerary of						
approved by authorize			Concerned Emp	loyee		
2.3 Certificate of Trav						
2.4 Certificate of App						
2.5 Plane Tickets, Bo		Concerne	d Employee / Airl	ine / Bus / Ferry		
			Company			
2.6 Narrative Report						
	was granted, copy of		Concerned Employee			
previously approved it	-					
2.8 Liquidation Repo						
3. Representation, C	conference and					
Meeting Expenses	Occh Investor /					
3.1 Official Receipt,						
Statement of Account						
3.2 List of Attendees 3.3 Minutes	siguesis					
		-				
3.4 Authority to incur approved by authorize						
3.4.1 Canvass docum						
5.4.1 Canvass uccun	ients, il applicable	Concerned Employee				
3.4.2 Abstract of quot	ation from at least					
three establishments /						
3.4.3 Approved Purcha	ase Request and					
Purchase Order						
3.5 Quotations from a	at least three (3)					
establishments/conces						
3.6 Copy of contract,	if applicable					
		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Prepare and	1.1 Receive/review					
submit Liquidation	and process					
Report of	liquidation papers /			Admin. Officer		
Disbursements and	informs the	None	3 Working	<i>II,</i>		
Liquidation reports	employee to pay		Days	MFO		
	refund, if any.					

with supporting documents	1.2 If there is a refund, will prepare Order of Payment before paying at the cashier / submit receipt of payment	Admin. Officer II/ Concerned Employee, MFO
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report	<i>Admin. Officer II,</i> MFO
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents	Admin. Officer II/ Concerned Employee, MFO
	1.5 Record Liquidation/submit to COA	Admin. Officer II, MFO
Total Numbe	er of Days	3 Working Days



Processing and Filing of SALN

This applies to transactions done for DOE employees

Office or Division	Mindanao Field Of	Mindanao Field Office – Office of the Director		
Classification	Simple Transactio	n		
Type of Transaction	Government-2-Go	vernment		
Who may avail	DOE-MFO Employ	/ees		
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE
	requirements for filing	Civil	Service Commiss	sion Website
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form		1 Working Day	Concerned Employee Director / Notarizing lawyer
2. Submit signed or notarized SALN Form to the respective division/section	 2.1 Checks and consolidates SALN Form 2.2 Submits consolidated SALN Form to the OD 	- None	1 Working Day	Assigned Staff, Division/ Section Assigned Staff, Division/ Section
3. Consolidation of SALN for MFO (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records SALN submission	Checks, dates, isolidates, files, d records SALN		Admin. Officer II, MFO
Total Number of	of Days		3 Wo	orking Days



Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

Office or Division:	Office or Division: Mindanao Fie		eld Office – Office of the Director		
Classification: Complex Tran		ansaction			
Type of Transactio	n:	Government-	2-Governm	nent	
Who may avail:		Other Goverr	nment Entit	ies / LGUs / SUC	s / Schools
CHECKLIST O	F REQUIRI	EMENTS		WHERE TO SE	CURE
1. Letter of Intent fro Donee - Donation	om Qualified	d Recipients/	Other Go	overnment Entities Schools	s / LGUs / SUCs /
 Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale Return to Store (RTS) – Donation and Sale 		I	MFO-Office of the	Director	
CLIENT STEP	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
]	DISPOSAL TH	RU DONA	TION	
	 Draft a letter request for approval from the Central Office to donate any available unserviceable or working Property Plant and Equipment (PPE) for donation If approved, MFO will solicit any willing donee/ recipients of the PPE 		None	2 hours	<i>Admin. Officer IV,</i> MFO
				3 Working Days	<i>Admin. Officer IV,</i> MFO

1. Submission of	1.1 Receive letter of		
letter of intent or request for unserviceable or working Property Plant and Equipment (PPE) for donation	intent/request	1 hour	<i>Admin. Officer IV,</i> MFO
2. Wait for the approval of the donation	2.1 Prepare Inventory and Inspection Report of Unserviceable Properties (IIRUP) and Return to Store (RTS)	3 hour	<i>Admin. Officer IV,</i> MFO
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation	2 hours	Admin. Officer IV,
	2.3 Secure a signed memorandum & IIRUP & RTS from the MFO Director and forward to the mailing in-charge.	1 Working Day	MFO
Total Numbe	er of Days	5 Wo	orking Days



Processing for the Disposal of Unserviceable Properties Thru Sale

Office or Division	:	Mindanao F	ield Office	- Office of the Di	rector
Classification:		Complex Tr	ansaction		
Type of Transaction	on:	Governmen	t-2-Bidder		
Who may avail:		Qualified Bi	dders		
CHECKLIST OF	REQUIR	EMENTS		WHERE TO S	SECURE
1. Letter of Intent fr Recipients	om Quali	fied		Qualified B	idders
2. Duly accomplish Inventory Report of Properties (IIRUP)	f Unservio – Sale	eable		MFO-Office of t	he Director
3. Return to Store (and Sale	(RTS) – C	onation			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	unservic propertie	es. Checks ects PPEs eturn to	None		
	Return t (RTS) at Inventor Inspectio Unservio Propertio of all uns propertio	nd y and on of ceable es (IIRUP) serviceable es for		3 Working Days	<i>Admin. Officer IV,</i> MFO
	disposal 3. Collect three (3) quotations for qualified bidders of all unserviceable properties for disposal			1 Working Day	<i>Admin. Officer IV,</i> MFO

4. Prepare summary of collected quotations and list of disposals	6 Hours	<i>Admin. Officer IV,</i> MFO
5. Prepare memorandum of endorsement to the DOE-Disposal Committee requesting unserviceable properties for disposal	1 Hour	<i>Admin. Officer IV,</i> MFO
6. Secure a signed memorandum from the MFO Director and forward to the mailing in-charge.	1 Hour	<i>Admin. Officer IV,</i> MFO
Total Number of Days	5 \	Working Days



End-User Evaluation of Job Applicants

This applies to transactions done for the recruitment process in the DOE-MFO

Office or Divis	sion: Mindanao Field		d Office – 0	Office of the Direc	tor
Classification	ssification: Complex Trans		sactions		
Type of Trans	action:	Government-2	-Governme	ent / Government	-2-Citizen
Who may ava	il:	External applic	ants; Inter	nal applicants (D	DE employees)
CHECKLIST		JIREMENTS		WHERE TO	SECURE
1. Refer to Go the DOE webs		f Application in	Downl	oadable Forms a websi	vailable in the DOE te
CLIENT STEPS	AGENC	Y ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		e and endorse ations from		1 Hour	Records Officer, MFO
	to job app to the ava MFO End	1. Schedule of interview to job applicants subject to the availability of the MFO End-User Evaluation Committee		2 Hours	<i>Director,</i> MFO
	applicants	nation with s and ion for job	None	2 Working Days	Admin. Officer II, MFO
	3. Prepar documen the interv	ts needed for	none	4 Hours	Admin. Officer II, MFO
	4. Intervie	Interview proper		1 Working Day	MFO End-User Evaluation Committee
		idation and		2 Working Days	Admin. Officer II, MFO
	6. Approv endorsen qualified a DOE-HRI	nent of applicants for		1 Working Day	<i>Director,</i> MFO

memorandum for endorsement to HRMD	1 Hour	Admin. Officer II, MFO
Total Number of Days		7 Working Days



Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Office or Division:	Mindanao Field Office – Office of the Director		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Government		
Who may avail:	DOE Employees		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE	
1. Local Travel Expenses	5		
1.1 Prior to Departure			
1.1.1 Approved Travel Ord	er, duly numbered	Concerned Employee	
1.2 Upon Completion of			
1.2.1 Duly Approved T	ravel Order		
1.2.2 Actual Itinerary of Tra			
by authorized officials	2 11	Concerned Employee	
1.2.3 Certificate of Travel C	ompleted		
1.2.4 Certificate of Appeara			
1.2.5 Plane/Bus/Boat Ticke		Concerned Employee/Airline/Bus/Ferry	
Passes/Terminal Fees	5	Company	
1.2.6 Official receipts for hotel accomodation			
together with hotel Stateme		Concerned Employee/Hotel	
and other related travel exp			
1.2.7 For hotel expenses in	curred, a		
certification of expenses du			
Head of Agency or authoriz	ed official, in		
excess of the alloted hotel,	but not beyond the		
allowed amount as per Exe	cutive Order (EO)		
No. 77		Concerned Employee	
1.2.8 For taxi fare claimed,		Concerned Employee	
use of taxi rather than ordin	•		
transportation duly noted by			
proof of payment or Reimbu	ursement Expense		
Receipt (RER) for each fare	e in excess of		
P75.00			
1.2.9 For chartered trips or	•		
Public Utility and garage ca			
motorboats, extraordinary n	neans of		
transportation:			
1.2.9.1 Proof of Payment or	RER for each fare	Concerned Employee	
in excess of P 75.00			
1.2.9.2 Certification from lo	cal official regarding	Concerned Employee / Local Official	

	ates of the place visited			
1.2.10 For fuel expens				
1.2.10.1 Official Recei				
1.2.10.2 Copy of Duly		-	Concerned Err	nployee
Ticket				
1.2.11 If cash advance	e was granted, copy of		Concerned Err	
previously approved it	nerary of travel			рюуее
2. Foreign Travel				
2.1 Prior to Departu				
	l Order, duly numbered		Concerned Err	nployee
2.2 Upon Completio	n of Travel			
2.2.1 Duly Approved T	ravel Order			
	f Travel duly approved			
by authorized officials			Concerned Err	nployee
2.2.3 Certificate of Tra	vel Completed			
2.2.4 Certificate of App				
2.2.5 Plane tickets, Bo		C	oncerned Employ	/ee / Airline
2.2.6 Official Receipts				
commutable, in case e				
•	nses claimed on actual	Concerned Employee		
basis				
2.2.7 Narrative Report				
2.2.8 If granted cash a				
previously approved it	previously approved itinerary of travel			
		FEES	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	TO BE	PROCESSING TIME	PERSON RESPONSIBLE
	AGENCY ACTIONS			
1. Prepare and		TO BE		
1. Prepare and submit the duly	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV	TO BE		
1. Prepare and	AGENCY ACTIONS 1.1. Receive/Review/	TO BE		
1. Prepare and submit the duly accomplished DV	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness	TO BE	TIME	
1. Prepare and submit the duly accomplished DV and complete	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required	TO BE	TIME 7 Working	RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required	TO BE PAID	TIME	RESPONSIBLE Admin. Officer
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II,
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II,
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II,
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements.	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II,
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements. 1.2 Indicate and record	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II, MFO
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements. 1.2 Indicate and record the DV date, number,	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II, MFO Admin. Officer
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements. 1.2 Indicate and record the DV date, number, particulars and amount	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II, MFO Admin. Officer II,
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-	AGENCY ACTIONS 1.1. Receive/Review/ Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements. 1.2 Indicate and record the DV date, number,	TO BE PAID	TIME 7 Working	RESPONSIBLE Admin. Officer II, MFO Admin. Officer

Total Number of Days		7 Working Days
issued Ledger Subsic	cord the DV at General , Employee liary Ledger and er Subsidiary	<i>Admin. Officer II,</i> MFO
DV and docum	rward check with d its supporting ents to the sing signatories	Director/ Admin. Officer IV, MFO
necess the che		Admin. Officer II, MFO
D) as payme	to approval of	Director, MFO Admin. Officer IV, MFO
of as to cash, o docum amoun proper	rtify DV (Box C) o availabilty of completeness of ents and if t claimed is prove DV (Box	<i>Admin. Officer II,</i> MFO



Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Gov	vernment		
Who may avail:	DOE Employees			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
	ary Requirements for	ular 2012-001 dated June 14, 2012 Revised or Common Government Transactions. Other or special transactions.		
1. Utilities Expense (Electricity, and Communication/Telepho	•			
1.1 Billing Statement / Sta	tement of Account	Concerned Utility Provider		
2. Janitorial / Security a Provider	nd other Service			
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds		Administrative Assistant I MFO-OD		
2.2 Billing Statement/State	ement of Account	Janitorial Service Provider		
2.3 Duly Approved Daily T	ime Record	Janitorial Service Provider		
2.4 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors		Janitorial Service Provider		
2.5 BAC Documents		MFO-SBAC Secretariat		
3. Salaries				
3.1 Salary of individuals h				
3.1.1 Contract duly signed certificate of availability of		DOE-HRMD		
3.1.2 Accomplishment Re	port	Concerned Employee		
3.1.3 Approved Daily Time		Concerned Employee		
4. Setting Up of Petty Ca				
4.1 Office Order signed by Agency or authorized offic specific employee as Spec	ial designating a	MFO Director		

Officer (SDO) for a sp	ecific fund			
	pair and Maintenance			
5.1 Duly signed Purcl	nase Order			
5.2 Inspection and Ac	Concerned Employee			
5.3 Approved Purcha				
5.4 BAC Resolution	·		MFO-SBAC Sec	retariat
6. Representation/ c	onference/			
entertainment and m	eeting expense			
6.1 Official Receipt, C	ash Invoice/			
Statement of Account			Concerned Emp	
6.2 List of Attendees/g				Jioyee
6.3 Minutes of the me				
7. Gasoline/ Fuel/ O				
7.1 Billing Statement/				
7.2 Vehicle Trip Ticke				
7.3 Duly signed Purch			Concerned Emp	oloyee
7.4 Approved Purchas				
7.5 Inspection and Ac	ceptance Report			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director				Concerned Employee, MFO
	1.1 Receive /Review/ Evaluate/ Process DV as to the completeness of its required documents	None	7 Working Days	<i>Admin. Officer II,</i> MFO
	1.2 If incomplete, return the DV and request the concerned employee to comply with the requirements			Admin. Officer II, MFO
	1.3 If complete, compute for applicable taxes, if any			<i>Admin. Officer II,</i> MFO

Total Numb		7 Working Days
	and Supplier Subsidiary Ledger	
	Subsidiary Ledger	<i>II,</i> MFO
	Ledger, Employee	Admin. Officer
	issued in the General	
	signatories 7.11 Record the DV	
	disbursing	MEO
	documents to the	IV, MFO
	supporting	Admin. Officer
	7.10 Forward check with DV and its	
	details on the check	MFO
	prints necessary	И,
	7.9 Encode and	MFO Admin. Officer
	7.8 Issue check	IV,
	approval of payment	Admin. Officer
	(Box D) as to	Director, MFO
	7.7 Approve DV	Director
	amount claimed is proper	
	documents and if	MFO
	completeness of	И,
	of cash,	Admin. Officer
	7.6 Certify DV (Box C) of as to availabilty	
	payment	
	individual index of	MFO
	and amount in	
	record the DV date, number, particulars	Admin. Officer
	7.5 Indicate and	
	applicable	
	2306/2307), if	MFO
	withheld (BIR Form	II,
	7.4 Prepare Certificate of taxes	Admin. Officer



Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

Walk-In transaction only.

Office or Division:		Mindanao Field Office – Office of the Director				
Classification:		Highly Technica	al Transact	ion		
Type of Transaction	•	Government-2- Government-2-		nt, Government-2-	Citizen,	
Who may avail:		All				
CHECKLIST OF	REQUI	REMENTS		WHERE TO SE	CURE	
1. Inspection Report				EIMD Inspec	tor	
2. Special Assignmen	t Order			EIMD Division	Chief	
3. Travel Order				EIMD Division	Chief	
4. Record of Adminis	trative	Cases		MFO Legal Of	ficer	
CLIENT STEPS	AGEN	NCY ACTIONS	FEES TO BE PAID FIME		PERSON RESPONSIBLE	
1. EIMD Submits the travel report with attached Inspection Report to the Office of the Director	Inspective Inspective If their violat 2.a. R record Inspect MFO archiv If their violat 2.a. F Legal draftir	eturn the case d to the ctor to update ITS and for re re is a ion: orward to Officer for ng of istrative		1 Working Day	<i>Director,</i> MFO	

If the Director has further comments: 4.a. Make proper amendments to the draft decision	2 Working Days	<i>Legal Officer,</i> MFO
3.b. Further evaluate the draft decision and consult with Legal Officer		<i>Director,</i> MFO
If the EIMD Chief SRS has no further comments: 3.a. Forward the Draft Decision to the Director	1 Working day	Chief SRS, EIMD
3.c Further evaluate the draft decision and consult with Legal Officer	1 Working Day	Director, MFO
If the EIMD Chief SRS has further comments: 3.a. Make proper amendments to the draft decision 3.b. Forward the Draft Decision to the Director	1 Working day	<i>Legal Officer,</i> MFO
 2.b. Draft the Administrative Decision. 2.c. Forward the Draft Decision to the Division Chief of the EIMD for further comments. 2.d. Further evaluate the draft decision and consult with Legal Officer 	10 Working Days 1 Working Day	Legal Officer, MFO Chief SRS, EIMD

4.b. Print the		Legal Assistant,
Administrative		MFO
Decision		-
4.c Sign the		Director,
Administrative		MFO
 Decision		
4.d. A copy of the		
Administrative		
Decision is prepared		Logal Assistant
to be furnished to		Legal Assistant, MFO
the Client, with		WIF0
Inspection Report		
attached		
4.e. Case is		Logol Officer
included in Record		Legal Officer,
of Cases		MFO
4.f. Case folder is		
returned to Inspector		Legal Officer,
to update MFO ITS		MFO
and for archive		-
If the Director has		
no further		
comments:		
4.a. Print the		
Administrative		Legal Assistant,
Decision		MFO
4.b. Sign the		
Administrative		Director,
Decision		MFO
4.c. A copy of the		
Administrative		
Decision is prepared	1 Working Day	
to be furnished to		Legal Assistant,
the Client, with		MFO
Inspection Report		
attached		
4.d. Case is		
included in Record		Legal Officer,
of Cases		MFO
4.e. Case folder is		
returned to Inspector		Legal Officer,
to update MFO ITS		MFO
and for archive		

Total Number of Days (If both EIMD Chief SRS and MFO Days	14 Working
Director have no comments)	
Total Number of Days (If either EIMD Chief SRS or MFO	15 Working
Days	
Director has no comments)	
Total Number of Days (If both EIMD Chief SRS and MFO	16 Working
Days	_
Director have comments)	
Total Number of Days (If both EIMD Chief SRS and MFO	14 Working
Days	
Director have no comments)	





Prohibited Acts in R.A. 11592 (Fines And

LPG Industry Regulation Act (AS IMPLEMENTED BY DOE DC2022-11-0037)

Prohibited Acts		1 st Offense		2 nd Offense		3 rd Offense
A. Section 38 (a) - Engaging in activities without the req	uired	Fine of		Fine of Php10,000.00	for	Fine of Php20,000.00 for
licenses, permits and certificates under this Act, specific 1.) Section 38 (a) (1) - Engaging in an activity without a license to operate or registration from the DOE, whiche applicable B. Section 38 (b) - Engaging in activities with or as an	cally: valid	Php5,000.00 each day of operation w the required license, performance certificate, of registration Fine of	rithout 1 mit,	each day of operation without the required license, permit, certificate, or registration Fine of Php20,000.00		each day of operation without the required license, permit, certificate, or registration Fine of Php30,000.00 for
		Php10,000.0	00 for	every LPG pressure	101	every LPG pressure vessel or
 unauthorized person, specifically: 1) Section 38 (b) (1) - Knowingly transacting with, selling or distributing LPG, LPG pressure vessels, LPG seals to an LPG industry participant who d not have the required licenses, certificates, clear or permits, whichever is applicable. 2) Section 38 (b) (2) - Distributing, or selling LPG cylinders carrying a trademark or trade name w the express approval of the trademark owner. 3) Section 38 (b) (4) - Possessing LPG seals, includin seals already used in LPG cylinders, without auth from the trademark or trade name owner or its authorized refiller. 		every LPG pressure ve seal If applicable closure unti required lice and permits secured	ssel or e, I the enses	vessel or seal Suspension of license operate If applicable, closure until the required licenses and permits secured Upon conviction, the criminal penalty of imprisonment for at six (6) months but no more than one (1) ye	are least t	closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment for one (1) year and one (1) day but not more than three (3) years
Prohibited Acts	1 st Offe	nse	2 nd Of	fense	3 rd (Offense
standards, requirements and guidelines under the Act , specifically: 1) 38 (c) (1) (i) - Safety design including fire safety requirements for refining plants,		d, That for utlets the II be	Provide outlets Php20, Susper operat Upon o crimina imprise one (1)	Php500,000.00 ed, That for retail the fine shall be ,000.00 asion of license to e conviction, the al penalty of onment of at least) year but not more aree (3) years	3 rd Offense Fine of Php1,000,000.00 Provid That for retail outlets the fine s be Php30,000.00 Closure and permanent disqualification from engaging any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1 day but not more than six (6) years	
standards, requirements and guidelines under the Act , specifically: 5) 38 (c) (4) - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable	every LF vessel o Confisca	000.00 for PG pressure or seal ation of LPG e vessel or	every l or seal Confiso pressu Susper operat Upon o crimina impriso one (1)	cation of LPG re vessel or seal nsion of license to	LPG Cont Vess Clos disq any part Upo pena leas	of Php100,000.00 for every pressure vessel or seal fiscation of LPG pressure el or seal ure and permanent ualification from engaging in activity as an LPG industry icipant n conviction, the criminal alty of imprisonment of at t three (3) years and one (1) but not more than six (6)

DOE CITIZEN'S CHARTER



Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
C. Section 38 (c) - Failing to comply with the standards,	Fine of	Fine of Php500,000.00	Fine of Php1,000,000.00 Provided,
requirements and guidelines under the Act , specifically: 6) Section 38(c)(6) – Failing to comply with the safety design and requirements, permits, and clearances of motor vehicles transporting LPG in bulk and LPG cylinders and cartridges	Php300,000.00 Provided, That for retail outlets the fine shall be P10,000.00	Provided, That for retail outlets the fine shall be Php20,000.00 Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	That for retail outlets the fine shall be Php30,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years
 D. Section 38 (d) - Engaging in activities involving LPG and LPG pressure vessels that are noncompliant with the standards, requirements, and guidelines under the Act, specifically: Section 38 (d) (3) - Selling and distributing defective, injurious, unsafe, dangerous, noncompliant, or substandard LPG pressure vessels. Section 38 (d) (4) - Selling or distributing refilled LPG cartridges. Section 38 (d) (5) - Selling or distributing LPG-filled cylinders without a seal, with a tampered, fake, or broken seal, inappropriate or unauthorized seal, or with a seal not belonging to the trademark owner. 	Fine of Php25,000.00 for every LPG pressure vessel or seal Provided, That in the case of broken seals, the fine shall be P1,000.00 for every LPG cylinder Confiscation of LPG pressure vessel or seal	Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Suspension of license to operate Provided, That in the case of broken seals, the fine shall be P4,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Provided, That in the case of broken seals, the fine shall be P8,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years
Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
 4.) Section 38 (d) (6) - Selling or distributing LPG pressure vessels without the necessary markings and safety and quality marks as required by the PNS, or the standard governing LPG pressure vessel manufacture, requalification, and repair, whichever is applicable. 5.) Section 38 (d) (7) - Selling or distributing LPG through means other than in LPG pressure vessels, using tools other than ancillary equipment compliant with the PNS, or through other contractual arrangements not recognized in the Act 6.) Section 38 (d) (8) - Filling LPG pressure vessels with LPG mixed with another finished or unfinished petroleum or non-petroleum product, substance, or material resulting in the failure of the LPG to meet the required PNS. The possession of LPG pressure vessels containing adulterated LPG shall be prima facie evidence of violation of this provision. 7.) Section 38 (d) (10) - Refilling LPG cartridges. 9.) Section 38 (d) (11) - Hauling, loading, transporting, or permitting the loading and transportation of LPG in bulk, or LPG-filled cylinders or cartridges in quantities greater than the rated capacity of the motor vehicle or in such a manner that endangers the life and safety of its passengers or the public. 10.) Section 38 (d) (12) - Storing LPG in pressure vessels more than the volume prescribed in Republic Act No. 9514 and its revised implementing rules and regulations. 11.) Section 38 (d) (14) - Possessing illegal or fake LPG seals. 	Fine of Php25,000.00 for every LPG pressure vessel or seal Provided, That in the case of broken seals, the fine shall be P1,000.00 for every LPG cylinder Confiscation of LPG pressure vessel or seal	Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Suspension of license to operate Provided, That in the case of broken seals, the fine shall be P4,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Provided, That in the case of broken seals, the fine shall be P8,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
	Fine of	Fine of Php50,000.00	Fine of Php100,000.00
as an LPG industry participant, specifically: 1.) Section 38 (e) (1) - Failing to submit periodic reports as may be required pursuant to Section 6 of the Act. 3.) Section 38 (e) (4) - Failing to submit the certification pursuant to Section 34 of the Act. 4.) Section 38 (e) (5) - Failing to comply with other responsibilities in Chapter III of the Act implemented under	Php20,000.00	Suspension of license to operate	Closure and permanent disqualification from engaging in any activity as an LPG industry participant
	Fine of Php300,000.00	Fine of Php500,000.00 Suspension of license to operate	Fine of Php1,000,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant
1.) Section 38 (f) (1) - Destroying, tampering, altering, or modifying LPG pressure vessel through any means such as, but not limited to, changing the LPG cylinder valve, repainting, and relabeling, whichever is applicable: Provided,	Fine of Php25,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel	Fine of Php50,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php100,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years
Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
 2.) Section 38 (f) (4) - Adulterating LPG. 3.) Section 38 (f) (5) - Pilfering LPG. G. Section 39 Underfilling - The following acts undertaken by the following natural or juridical persons shall constitute underfilling of LPG pressure vessels: 1.) Section 39 (a) - The refiller when the net quantity of LPG contained in an LPG pressure vessel sold, transferred, delivered, or filled is less than the LPG pressure vessel content required at the refilling plant. 2.) Section 39 (b) - The dealer or retail outlet when the net quantity of LPG in a pressure vessel sold, transferred, or filled is less than the LPG pressure vessel content required at the refilling plant. 2.) Section 39 (b) - The dealer or retail outlet when the net quantity of LPG in a pressure vessel sold, transferred, or filled is less than the test plant. 	Fine of Php1,000,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least six (6) months and one (1) day to six (6) years Fine of Php20,000.00 for every LPG pressure vessel Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php30,000.00 for every LPG pressure vessel Suspension of license to operate Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php40,000.00 for every LPG pressure vessel Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
H. Section 40 Illegal Refilling - The following acts shall	Fine of Twenty-five	Fine of Php50,000.00	Fine of Php100,000.00 for
constitute illegal refilling of LPG pressure vessels:	thousand pesos	for every LPG pressure	every LPG pressure vessel or
1.) Section 40 (a) - Filling or refilling of LPG pressure vessels	(P25,000.00) for	vessel or seal	seal
with products or substances other than LPG in an effort to	every LPG pressure	Confiscation of LPG	Confiscation of LPG pressure
achieve the correct net weight.	vessel or seal	pressure vessel or seal*	vessel or seal*
2.) Section 40 (b) - Filling or refilling of LPG cylinders directly	* Illegally refilled	* Illegally refilled LPG	* Illegally refilled LPG
from LPG bulk storage tank trucks.	LPG cylinders in	cylinders in Section 40	cylinders in Section 40 (c),
3.) Section 40 (c) - Unauthorized cross-filling.	Section 40 (c), (d),	(c), (d), (e), (f), (g), and	(d), (e), (f), (g), and (h) shall
4.) Section 40 (d) - Refilling of LPG from one LPG cylinder to	(e), (f), (g), and (h)	(h) shall be confiscated	be confiscated outright
another cylinder.	shall be confiscated	outright	Closure and permanent
5.) Section 40 (e) - Refilling of LPG cylinders other than in duly	outright	Suspension of license to	disqualification from
licensed LPG refilling plants.	Upon conviction,	operate	engaging in any activity as an
6.) Section 40 (f) (1) - Refilling of LPG cylinders bearing	the criminal	Upon conviction, the	LPG industry participant
defaced, tampered, or illegible markings contrary to the	penalty shall be	criminal penalty shall be	Upon conviction, the
mandatory labeling and stamping requirements under the	imprisonment of six	imprisonment of six to	criminal penalty shall be
Act.	to twelve (6-12)	twelve (6-12) years	imprisonment of six to
7.) Section 40 (f) (2) - Refilling of LPG cylinders that are non- compliant with the PNS.	years		twelve (6-12) years
8.) Section 40 (f) (3) - Refilling of LPG cylinders that are due			
for repair, requalification or scrappage, or are subject to a			
recall or prohibition order of the DOE or DTI.			
9.) Section 40 (f) (4) - Refilling of LPG cylinders by auto-LPG			
dispensing stations.			
10.) Section 40 (g) - Unauthorized loading of LPG bulk storage			
tanks.			
11.) Section 40 (h) - Any other filling or refilling of LPG			
pressure vessels in violations of the requirements and			
standards under the Act.			
DOEME0-1/5/23			

DOEMFO-1/5/23

Department Circular No. 2017-11-0011 FINES AND SANCTIONS

PROMULGATING A REVISED RULES AND REGULATIONS GOVERNING THE BUSINESS OF RETAILING LIQUID FUELS

RULE VIII PROHIBITED ACTS, ADMINISTRATIVE FINES AND SANCTIONS

Section 29. Fines/Sanctions Against Prohibited Acts. In addition to the right and authority of the OIMB or the Field Offices to suspend and revoke the COC as provided in this Circular, the Retail Outlet Official and/or Retail Outlet that commits the prohibited acts shall be imposed the following penalties:

	Prohibited Act	Penalty		
		1st Offense	2nd Offense	3rd Offense
A . 1.	ILLEGAL TRADING Engaging in the Business without a COC, where the Retail Outlet Official and/or RetailOutlet engages in business without securing a COC, or continues to operate the Retail Outlet upon expiration of the COC, or after being directed by the DOE or OIMB or the Field Offices to cease and desist in operating the Retail Outlet.	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
2.	Non-compliance with Section 11 Rule III on Mandatory Standards and Requirements (Fixed and permanent dispensing pump, forecourt facilities, signages and labels, underground storage tank)	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
3.	Non-compliance with Section 12 Rule III on Minimum Facility Requirements for Existing Retail Outlets (Fixed and permanent dispensing pump, deliveries and retailing conducted only within the premises, fuels stored in underground storage tanks)	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
4.	Non-compliance with Section 14 Rule III on Liquid Fuels Storage, Handling, Transfer and/or Dispensing The storage, handling, transfer and/or dispensing of Liquid Fuels shall be subject to the following:	P10,000.00 with directive to comply.	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU	
	a. Liquid Fuels shall be delivered, received and dispensed at all times only within the business premises of a Retail Outlet;		200	
	b. Liquid Fuels shall be transferred only from UGT by means of fixed dispensing pumps designed and equipped to allow the controlled flow of the Liquid Fuels and prevent leakages or accidental discharges;			
	c. Liquid Fuels shall only be dispensed to appropriate containers as defined in Rule I Section 3;			
	d Liquid Fuels shall not be dispensed into drums, barrels, bottles or "bote-bote", or such similar containers;			

Prohibited Act	Penalty		
Tronoteu Act	1st Offense	2nd Offense	3rd Offense
 e. Liquid Fuels shall not be sold in drums, barrels, bottles or "bote- bote", or such similar containers; f. Liquid Fuels shall not be discharged into any street, highway, drainage canal or ditch, storm drain orflood control channel lake or tidalwaterway, ordirectly into the ground; 	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license	
 g. Liquid Fuels shall be sold and dispensed to customers regardless of quantity and amount, directly to the vehicles' fueltank; and h. Liquid Fuels shall be sold consistent with the price indicated in 		to LGU	
the dispensing pump and the price display board. The use of appropriate container may be allowed with the condition that it is only for transporting the Liquid Fuels to their place of use/consumption and not for long term and constant use to store Liquid Fuels. The Liquid Fuels Retail Outlet shall provide appropriate containers given the cited condition. In addition, a Retail Outlet or company or any entity/person who supplies Liquid Fuels to any person selling or dispensing such Liquid Fuels through the use of drums, barrels, bottles, or "bote-bote", shall be deemed to be committing Illegal Trading.			
5. Non-compliance with Section 15 Rule IV on Types and Facility Requirements	P10,000.00 with directive to comply	P10,000.00 and Revocation of COC and Recommend revocation of the permit or license to LGU	
 Non-submission or misrepresentation or mis-declaration of Documentary Requirements as stipulated in Section6(c) 	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
 Failure to Post COC in a conspicuous place, where a Retail Outlet does not or fails, or refuses to post the COC in the premises. 	Warning with directive to post within 30 days. A penalty of P10,000.00 shall be imposed for failure to comply within the saidperiod	P10,000.00 with directive to comply	P10,000.00, Revocation of COO and Recommend revocation of the permit or license to LGU
 Non-compliance with Section22 Rule V on posting requirements Non-posting of RON, E10 and Bx stickers at the dispensing pump Posting of wrong RON Posting the terms "unleaded", "lead-free', and other marketing tools to the public Posting of updated prices in price display board for each Liquid Fuels Posting of conflicting prices in the dispensing pump and in price display board Non-posting of consumer safety and informational signs in the business premises 	Warning with directive to post within 30 days A penalty of P10,000.00 shall be imposed for failure to comply within the said period	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU

Prohibited Act		Penalty	
Promoneu Act	1st Offense	2nd Offense	3rd Offense
9. Non-issuance of official receipt after every sale of Liquid Fuels	P50,000.00 with directive to comply.	P100,000.00 with Cease and Desist Order	P200,000.00, issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU
10. Refusal or Failure to Pay Fine/Penalty within the period prescribed by DOE	Amount offine/penalty imposed, issuance of closure Order, Revocation of COC and Recommend revocation of the permit orlicense to LGU		
11. Absence and/or unauthorized removal of an "Out-of-Order" sign or padlock	Amount offine/penalty imposed, Closure of RO and reiteration of Notice of Violation to oil company/supplier and LGU		
 Failure to maintain a calibrated and sealed dispensing pump A dispensing pump with a broken or with no seal 	P10,000.00 with directive to comply	P10,000.00 Revocation of COC and Recommend	
14. Failure to comply with Test Measure Requirements		revocation or suspension of the permit or license to	
15. Failure to maintain a written record or logbook		LGU	
 Sale of Liquid Fuels from dispensing pump with broken or no seal and with no "Out-of- Order" sign or padlock installed 			
B. ADULTERATION The possession and sale of Liquid Fuels that do not conform with quality standards pursuant to the PNS and Biofuels Law shall be governed and sanctioned by that Act and its Implementing Rules andRegulations	P200,000.00 with Cease and Desist Order	P300,000.00, Revocation of COC, issuance of Closure Order and revocation or suspension of the permit or license to LGU	
C. UNDERDELIVERING Quantity of Liquid Fuels delivered by dispensing pumps is less than the actual quantity by more than fifty (50) - milliliters for every ten (10) liters as measured by a calibrating bucket	P10,000.00 per dispensing pump	P10,000.00 per dispensing pump, Revocation of COC and Recommend evocation or suspension of the permit or license to LGU	

Prohibited Act		Penalty	
	1st Offense	2nd Offense	3rd Offense
D. REFUSAL/OBSTRUCTION OF INSPECTION AND SAMPLING, where a Retail Outlet refuses, prevents or obstructs the inspection of its premises, facilities and records, as well as sampling of Liquid Fuels. In addition, failure by the Inspectors from the OIMB or the Field Offices to conduct inspection despite reasonable efforts to secure the consent of the Retail Outlet Official to do so, or the circumstances described in Section 16, shall be deemed as Refusal of Inspection. Such refusal shall likewise constitute prima facie evidence of the commission of the Prohibited Acts of this Circular.	P50,000.00 With the presumption that there is sale of adulterated products.	P100,000.00 with Cease and Desist Order, and with the presumption thatthere is sale of adulterated products	P200,000.00 issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU
 E HOARDING which is committed when, before a price increase or in times of tight supply: 1. Retail Outlet refuses, or fails to sell the Liquid Fuels to the general public even when supply is available, and customer offers to pay in cash; or 	P10,000.00	P10,000.00, Revocation of COC and Recommend revocation or suspension of the permit or license to LGU	
 Retail Outlet has unjustifiable increase in inventory, which stocks are fifty percent (50%) higher than his usual inventory as reckoned from the third (3rd) month immediately preceding the date that the said Retail Outlet refuses or fails to sell. 			
F. Continuing to operate after an Order or Notice of cessation of operation of business has been issued by theDOE	P10,000.00 per day of operation	P10,000.00 per day of operation, Revocation of COC and recommend revocationor suspensionof the permit or license to LGU	

DOE HEAD OFFICE

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM			
How to send feedback	•	Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials.	
	•	Send thru email to the Consumer Welfare and Promotion Office (CWPO) at <u>cwpo@doe.gov.ph</u> and copy furnish the DOE Ease of Doing Business Committee (DOE- EODBC) at <u>doe.eodbc@gmail.com</u> .	
How feedbacks are processed	•	Filled-out Customer Feedback Forms are collected, evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.	
	-	Feedback received thru email are evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.	
How to file a complaint	•	Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/ Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials.	
	•	Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE	

		Ease of Doing Business Committee (DOE- EODBC) at <u>doe.eodbc@gmail.com</u>
How complaints are processed	•	For the filled-out Complaint Report Form, the forms are collected, evaluated, and addressed accordingly. The client is informed of the action taken.
	•	For complaints received by the CWPO, these are evaluated and referred to the DOE unit/s and/or attached agency/ies for resolution. The client is informed of the action taken.

SCHEDULE OF FEES AND CHARGES



SCHEDULE OF FEES AND CHARGES CY 2023

In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012, the following are the new and revised fees and charges to be collected by the Department of Energy effective fifteen (15) days after the posting of the said schedule of fees and charges on the agency's website or on a conspicuous place in the office premises.

	Amount	Romark
Renewable Energy Management Bureau (REMB)		Entrant
Accreditation of manufacturers, fabricators and suppliers of locally produced RE equipment		
a. Application Fee	1,000.00	
b. Processing Fee	9,000,00	
Registration/Renewal of Safety Officer's Permit	550.00	
Sale of Renewable Energy Safety, Health and Environment Rules and Regulations and Code of Practice per		
Technology	400.00	
bo		
a. Small (GEMD)	100.00	
(HOEMD)	150.00	New
b. Medium (GEMD)	150.00	New
(HOEMD)	250.00	New
c. Large (GEMD)	300.00	
(HOEMD)	350.00	New
Processing Fee for the issuance of Certificate of Endorsement (COE) for Duty Free Importation	750.00	New
Green Energy Option Program Operating Permit		
	5,000.00	New
Biomass Energy Management Division		
Processing of Biomass RE Application under RA 9513	10.070.00	
Processing of Biofuel Accreditation under Joint Administrative Order (JAO)	12,650.00	
providenting of energy management of the dominant of the state of the (and)	9,200.00	
Geothermal Energy Management Division		
Application/Processing of Geothermal Contract Application under RA 9513		
a. Application Fee (PhP/area applied)		
b. Processing Fee (PhP/ha applied) for service contract	11,600.00	
 Processing Fee (Printing applied) for service contract Descessing Fee (Printing applied) for service contract 	6.50	
c. Processing Fee for operating contract (fee is set to a minimum of 1 block) 81 hectares or whichever is higher	6.50	
Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	4,350.00	
Sale of Geothermal Handbook	400.00	
Processing of Endorsement for the following:		
a. Blasting Foreman's License	1,000.00	
b. Explosives License/Amendments to License	1,000.00	
c. Purchase/Transfer Explosives	1,000.00	
Open and competitive selection process		
a. Application Fee	20,000.00	New
b. Processing Fee (PhP/ha applied) for service contract	8.20	New
Solar and Wind Energy Management Division		
And and wind chergy wanagement Division		
Application/Processing of Solar/Wind Contract Application under RA 9513		
a. Application Fee (PhP/area applied)	11,600.00	
b. Processing Fee for operating contract (fee is set to a minimum of 1 block) 81 hectares or whichever is higher	6.50	
Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	4,350.00	
Hydro and Ocean Energy Management Division		
Application/Processing of Hydropower/Ocean Contract Application under RA 9513		
a. HSC Application Fee (PhP/area applied)	4 000 00	
b. IOESC Application Fee (PhP/area applied)	1,000.00	
c. HSC Processing Fee (PhP/area applied) Pre-Development	1,000.00	
d. OESC Processing Fee (PhP/area applied) Pre-Development	23,850.00	
e. HSC Processing Fee (PhP area/applied) Direct to Devit. Stage	23,850.00	
Processing Fee (nin aleadoppied) Direct to Devic Stage Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	23,850.00	
Processing Pee for the issuance of New Ceruicate of Negistration (Assignment) (ranster of Contract) Processing of Conversion of Existing Energy Contracts into RE Service Contracts	4,350.00	
Processing of Conversion of Education Contracts and KE Service Contracts	4,350.00	
Processing of Endorsement for the following: a. Blasting Foreman's License		
	1,000.00	
b. Explosives License/Amendments to License	1,000.00	
c. Purchase/Transfer Epiosives	1,000.00	
Processing of amendment of existing HSCs/OESCs	4,000.00	New
Open and competitive selection process:		
a. Less than 50MW	50,000.00	
b. 50MW and above	100,000.00	



	Arrout	C. Participation
nergy Utilization Management Bureau (EUMB)		21 Dillion
Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
(formerly Energy Efficiency and Conservation Division)		
Processing Fee for the Issuance of Certificate for		
a. Certified Energy Servcie Company (ESCO)	30,000.00	New
b. Registered Energy Service Company	15,000.00	New
Processing of Application for Endorsement to BOI of Energy Efficiency (EE) Projects for Fiscal Incentives		
a. Simple EE projects	12,000.00	New
b. Complex EE projects	25,000.00	New
Processing Fee for the issuance of Certificate of Registration for		
a. Certified Energy Auditor (CEA)	1,000.00	New
b. Certified Energy Conservation Officers (CECO)	1,000.00	New
c. Certified Energy Manager (CEM)	1,000.00	New
Application Fee for Recognition of Training Institutions for		
a. Certified Energy Auditor (CEA)	10,000.00	New
b. Certified Energy Manager (CEM)	10,000.00	New
Application Fee for Certificate of Endorsement to BOI for Fiscal Incentives	25,000.00	New
Application Fee for the issuance of Certification for Energy Audit conducted by Firm, Partnership, Corporation		
and Sole Proprietorship (FPCS) a. [Certification		
b. Re-certification	10,000.00	New
In Increasing and	10,000.00	New
Energy Efficiency and Conservation Dedermont Development For		
Energy Efficiency and Conservtion Performance Regulation and Enforcement Division (EPRED) Application Fee for Recognition of Testing Laboratory:		
a. Recognition of Testing Laboratory:		
b. Renewal of Recognition per product type/facility	20,000.00	New
c. Endorsement to BOI for Fiscal Incentives	4,800.00	New
Application/Processing Fee under the Philippine Energy Labelling Program (PELP)	15,000.00	New
a. Company Registration		
b. Product Registration	1,600.00	New
c. Energy Label issuance	P300/product	New
	P300/issuance	New
il Industry Management Bureau (OIMB)		
		The address what you have been
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Oil Industry Competition and Monitoring Division (OICMD)	A CONTRACTOR OF A CONTRACTOR	
Oil Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players	500.00	
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business	500.00	
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products	500.00	New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business	500.00	New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for	500.00 1,400.00 1,400.00	
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project	500.00 1,400.00 1,400.00 1,000.00	
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for	500.00 1,400.00 1,400.00 1,000.00 1,200.00	
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352	500.00 1,400.00 1,400.00 1,000.00 1,200.00	New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project)	500.00 1,400.00 1,400.00 1,000.00 1,200.00 	New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to:	500.00 1,400.00 1,400.00 1,000.00 1,200.00	New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. [Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. [Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol	500.00 1,400.00 1,400.00 1,000.00 1,200.00 - 1,000.00 1,000.00	New New New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol	500.00 1,400.00 1,400.00 1,000.00 1,200.00 1,000.00 1,000.00 980.00	New New New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. [Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol b. Purchase Locally-Sourced Bioethanol or Biodiesel	500.00 1,400.00 1,400.00 1,000.00 1,000.00 1,000.00 1,000.00 980.00 980.00	New New New New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol	500.00 1,400.00 1,400.00 1,000.00 1,200.00 1,000.00 1,000.00 980.00 980.00 980.00	New New New New New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol b. Purchase Locally-Sourced Bioethanol or Biodiesel c. Sell or Purchase Imported Bioethanol	500.00 1,400.00 1,400.00 1,000.00 1,000.00 1,000.00 1,000.00 980.00 980.00 980.00 980.00	New New New New New New New
Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New) a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol b. Purchase Locally-Sourced Bioethanol or Biodiesel c. Sell or Purchase Imported Bioethanol	500.00 1,400.00 1,400.00 1,000.00 1,200.00 1,000.00 1,000.00 980.00 980.00 980.00	New New New New New
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Oll Industry Competition and Monitoring Division (OICMD) Issuance of Certifications to Downstream Oil Industry (DOI) Players Issuance of Acknowledgement of Notice to Engage in Downstream Oil Industry Business a. Liquid Petroleum Products b. Hauling Services (bulk) Issuance of Endorsement to BOI for a. Registration of New Project b. Availment of Incentives (per project) Export incentives under LOI 1352 Issuance of Acknowledgment of Notice to: a. Renewal Issuance of Acknowledgment of Notice to: a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol b. Purchase Locally-Sourced Bioethanol or Biodiesel c. Sell or Purchase Imported Bioethanol d. Import for Sale or Own Use - Liquid Petroleum Products Oil Industry Standards and Monitoring Division (OISMD)	500.00 1,400.00 1,400.00 1,000.00 1,000.00 1,000.00 1,000.00 980.00 980.00 980.00 980.00	New New New New New New New
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	Ity Management Bursau (OIMB) III Market and Monitoring and Special Concerns Division (RMMSCD)	and the second second second	建设的是积少 有有
nuified	Petroleum Gas (LPG)		
	ance of License to Operate (LTO) for LPG - New Client Service Application		
Refir			
Impo	orter		
	Distributor	8	
_	ort Terminal		
	Plant		
	user		
	ninal Depot / Lessor	3,500.00	New
Refi			1000000
Deal			
-	veter nil Outlet		
Hau			
	-LPG Dispensing Station		
	tralized LPG Piping System Operator		
Issu	ance of License to Operate (LTO) for LPG - Renewal		
Refi			
Impo			
Bulk	Distributor		
	ort Terminal		
	Plant		
	user		
	ninal Depot / Lessor	3,500.00	New
Refi		20112-024	191320
Dea			
_	keler		
Hau	il Outet		
	er >LPG Dispensing Station		
Cen	trafized LPG Piping System Operator		
leen	ance of Registration Certificate		
	lication for Registration		
Prio	r to Commencement of LPG Facility Construction		
	lemark or Tradename		
	ority to Refil a Third-Party Trademark or Tradename	1.000.00	New
Auth	lority to Sell a LPG Cylinder	1,000.00	INEW
	Seal		
	Consumer		
Auth	norized Transport Motor Vehicles and Marine Vessels		
	ural Gas Division		
1.	ance of Notice to Proceed (NTP)	150,000.00	New
Issu	ance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM)	150,000.00	New
ISSU	ance of Permit to Operate and Maintain (POM)	150,000.00	New
Issu	ance of LNG Importer Accreditation and/or Supply and Transport of Natural Gas	14,000.00	New
ISSU	ance of Acknowledgment to Import (ATI-LNG)	1,500.00	New
1550	ance of Acknowledgment to Supply and Transport Natural Gas (AST-NG)	1,000.00	New
ectric I	Power Industry Management Bureau (EPIMB)	Contraine and the second second	and the second second second
Cert	ficate of Endorsement (CoE) to Energy Regulatory Commission (ERC) issued by the Department of Energy	lace than SLEW DECK CO	the second second
(DO	E) to a generating company and/or new generating facility in compliance with Part II Rule 5 and Part V Rule 29.	less than 1MW - P500.00 1MW to less than 10MW -	
A of	the Implementing 'Rules and Regulations of Republic Act No. 9136	P1,000.00	
		10MW and above - P10,000 or	
CoE	for Qualified Third Party to ERC's issuance of Certificate of Compliance	P100/MW whichever is higher	
1.00	and a set of a set of a set of a constraint of completing	less than 1MW - P500.00	New
		1MW to less than 10MW -	730
		P1,000.00	New
		10MW and above - P10,000 or	1.121
Eval	uation of Direct Connection Application	P100/MW whichever is higher	New
		7,800.00	New

+



	Amount	Remarks
nergy Resource Development Bureau (ERDB)		
Petroleum Resources Development Division (PRDD)		
Awarding of Petroleum Service Contracts (PSCs) for areas offered through the Philippine Conventional Energy Contracting Program (PCECP)		
 Application Fee for Nominated Areas or Pre-determined Areas (PDAs) 	200,000.00	New
b. Application Fee for Challengers of Nominated Areas	1,000,000.00	New
c. Processing Fee	0.48/hectare	
Issuance of Tax Exemption Certificate (TEC) under PD 87		
a. Processing Fee	750.00/application	New
 b. Sales of DOE Sticker for Tax-Exempt Equipment 	300.00/sticker	New
Processing Fee for the Registration of Petroleum Sub-contracts	200.00	New
Coal and Nuclear Mineral Resources Development Division		
Processing fee (Php/block applied) for COC under the Philippine Conventional Energy Contracting Program		
(PCECP) for Coal per DOE Circular No. DC2017-09-0010:		
a. Application Fee per Coal Area (Php/area)	200,000.00	New
 b. COC Application Processing fee (Php/block applied) 	30,000.00	New
Processing Fee for the issuance of Small-Scale Coal Mining Permit (Independent and Supervised by COC Holder)		
	1,000.00	
Processing Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit	550.00	
Processing Fee for the Registration/Renewal of Safety Inspector's Permit	550.00	
Application for Authority to Import Coal		
a. Application Fee	650.00	
b. Permit Fee	650.00	
Permit Fee for Coal Export Clearance		
a. Application Fee	650.00	
b. Permit Fee	650.00	
Sale of Coal Mine Safety and Health Rules and Regulations (revised booklet)	400.00	
a. DOE Sticker for Tax-Exempt Equipment	300.00	
Issuance of Coal Traders Accreditation (CTA) under Department Circular No. DC2012-05-005:		
a. Processing for CTA	3,500.00	
b. Processing Fee for CTA Renewal	3,500.00	New
Application Fee for the issuance of Certificate of Coal End Users Registration	5,000.00	
 Issuance of Tax-Exemption Certificate (TEC) under PD 972 		
a. Application/Processing Fee of Tax-Exemption	750/application	New
b. Sales of DOE Sticker for Tax-Exempt Equipment	300/sticker	New
	JUU/SUCKEI	New
	200.00	New
Contractor Processing Fee for the Registration of Coal Sub-Contractor		
1. Processing Fee for the Registration of Coal Sub-Contractor		
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS)		
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider)	200.00	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) eneral Services Division	200.00 750.00/hour	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider)	200.00 750.00/hour	
1. Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider)	200.00 750.00/hour	
1. Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider)	200.00 750.00/hour	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider) lote: 20% discount for students based on the total amount of photocopying services	200.00 750.00/hour	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider) iote: 20% discount for students based on the total amount of photocopying services iecords Management Division (RMD)	200.00 750.00/hour	
	200.00 750.00/hour 2.00/copy	
	200.00 750.00/hour 2.00/copy	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider) iete: 20% discount for students based on the total amount of photocopying services tecords Management Division (RMD) DOE Issuances Photocpy of Record	200.00 750.00/hour 2.00/copy 2.00/page	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider) ote: 20% discount for students based on the total amount of photocopying services tecords Management Division (RMD) DOE Issuances a. Photocpy of Record b. Certified Copy of Record	200.00 750.00/hour 2.00/copy 2.00/page 20.00 for the 1st page and	
Processing Fee for the Registration of Coal Sub-Contractor dministrative Services (AS) ieneral Services Division Use of AVR (for outsider) Photocopying services (for outsider) iete: 20% discount for students based on the total amount of photocopying services tecords Management Division (RMD) DOE Issuances Photocpy of Record	200.00 750.00/hour 2.00/copy 2.00/copy 20.00 for the 1st page and 2.00 for the succeeding pages	
	200.00 750.00/hour 2.00/copy 2.00/copy 20.00 for the 1st page and 2.00 for the succeeding pages	
	200.00 750.00/hour 2.00/copy 2.00/copy 20.00 for the 1st page and 2.00 for the succeeding pages	
	200.00 750.00/hour 2.00/copy 2.00/copy 20.00 for the 1st page and 2.00 for the succeeding pages	
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			Amount	Remark
	orma	ation Technology and Management Services (ITMS)		and philase
		ormation and Data Management Division (IDMD)		
		Data Center of the Philippines		
	a Fe			
		II Reports (Petroleum) Well Completion/Final Well Reports - paper copy	E EOD DOliverent	
		Specialized Well Reports - Paper Copy	5,500.00/report 2,750.00/report	
		Well Reports Perusal Fee	100.00/report	
-	Ge	neral Reports (Petroleum)		
		General Report - Paper Copy	3,900.00/report (reproduction cost not included)	
	b.	General Report Perusal Fee	60.00/report (minimum perusal fee)	
	C.	1994 AGSO Report	US\$1,000.00	
	d.	World Bank Report (digital in PDF and TIFF on CD)	US\$18,000.00/set (digital)	
		1983 Questor Aeromagnetic Survey Report	30,000.00/set	
,		ps, Charts and Drawings		
_		Consolidated Shotpoint Location Map - paper copy	120.00/sheet	
_	b.	Aeromagnetic Maps - Application Color (37 sheets/set)	US\$720.00/set	
_		Aeromagnetic Maps - Datachrome Maps (37 sheets/set)	US\$720.00/set	
_	d.	Aeromagnetic Maps - Isogram Maps (BW, 37 sheets/set)	US\$360.00/set	
_		Aeromagnetic Maps - Isogram Maps (BW, per sheet)	US\$12.00/sheet	
_		Other Maps, Charts and Drawings - paper copy	50.00/sheet (reproduction cost not included)	
_		1.1. Service Contract Map	1,500.00	
-		12. Well Location Map	1,500.00	
A.	ave a	Il Cores, Cuttings and Field Samples Unwashed ditch cuttings	9.00/gram	
-		Unwashed ditch cuttings (Unsieved)	16.00/gram	
-	0.	Washed ditch cuttings (Sleved)	20.00/gram	
-		Core Samples	33.00/gram	
-		Field Samples	6.00/gram	
-		Cabinet Storage Fee	15.00/cubic ft./month	
-		Shelf Storage Fee	9.00/cubic ft./month	
		Il and Seismic Digital Tapes	0.001000101010101	
-		Tape Rental (Well and Seismic Digital Tapes	106.00/tape/week	
	Π	1983 Questor Aeromagnetic Survey -	US\$2,500.00/set or US\$100.00/tape	
		Magnetic Tape Copying (Tape-Tape input 1,200ft.)	100.00/tape (media cost not included)	
	П	Exabyte Tape Data Copying to CD	80.00/ tape (media cost not included)	
-			40.00/input (media cost not	
_		CD Data Copying to CD	included)	
	Ge	neral and Well Reports (Geothermal, Coal and Renewables) General Geothermal and Coal Reports	2,300.00/report	
-		Geothermal Weil Reports	2,300.00/report	
-	0.	Perusal Fee	100.00/report	
-	d.	Hydro Reports	2,300.00	
-		anning	2,000.00	
		A Scan to file (well reports to legal size)	10.00	
0		rary		
- 10		Photocopying		
-	H	a. Letter size (8.5° x 11°); Legal size (8.5° x 14°)	2.00/page	
	H	b. 11" x 17"	2.00/page	
-	Inf	ormation Services Division		
		hics Section		
١.		prographics Services		
		ge Size		
		Letter size (8.5" x 11")		
	b.	Legal size (8.5" x 14")	125.00/sheet	
	Lar	ge Format	125.00/sheet	
_	ð.	30° x 40°		
		Glossy		
_		Bright White	2,800.00/sheet	
_	b.	24" x 32"	1,800.00/sheet	
		Glossy		
_	11	Bright White	1,800.00/sheet	
_				
		Note:	1,150.00/sheet	



	Amount	Remittee
Inancial Services (FS)		
Sovernment Share - Charges/Income collected are based on the provision of the Pertinent Presidential Decrees and/or		
ervice		
Conventional Energy Resources Compliance Division (formerly Compliance Division)		
1. Coal (PD 972)	30% of net proceeds	
2. Petroleum (PD 87)	60% of net proceeds	
tenewable Energy Resources Compliance Division		
1. Geothermal Service Contract (RA 9513)	1.5% of gross income	
2. Solar, Wind, Hydro & Ocean (under RA 9513)	1% of gross income	
nergy Research and Testing Laboratory Services (ERTLS)		1. 17 × 16 1
Geoscientific Research and Testing Laboratory		
eothermal-Coal Section		
aboratory Services		
. Coal		
Calorific value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatie Combustible Matter, VCM		
Sample preparation	750.00	
Sieve Analysis (per size)	650.00	
Total Sulfur, S	200.00	
Geothermal Water Analysis	1,250.00	
Geodermal vyater Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (CI)	550.00	
Chromium (Hexavalent)	450.00	
Copper (Cu)	400.00	
lodide (I)	1,700.00	
Iron (Fe)	400.00	
Lead (Pb)	400.00	
Lithium (L)	400.00	
Magnesium (Mg)	400.00	
Manganese (Mn)	400.00	
Mercury (Hg)	1,500.00	
Nickel (Ni)	400.00	
рН		
Potassium (K)	350.00	
Rubidium (Rb)	450.00	
Silica (SiO2)	400.00	
Silver (Ag)	700.00	
Solium (Na)	400.00	
Social (va)	400.00	
Suffate (SO4)	250.00	
Total Dissolved Solids	700.00	
Total Suspended Solids	250.00	the second se
Zinc (Zn)	450.00	
Jenie (en)	400.00	
and Cas Pasties		
il and Gas Section		
aboratory Services		
Oil and Gas		
Automotive LPG		
Copper strip corrosion in LPG	2,850.00	New
Density of LPG	2,250.00	
Gaugue Vapor Presssure of LPG	4,600.00	
Hydrogen Sulfide in LPG	1,500.00	
LP Gases and Propene Concentrates by GC	8,250.00	
LP Gases and Propene Concentrates by GC		
Residue and Volatility Sulfur in LPG	2,000.00	



		a and a star
ergy Research and Testing Laboratory Services (ERTLS) Geoscientific Research and Testing Laboratory		10.00
and Gas Section		
oratory Services		
Oil and Gas		
Biodiesel/CME		
Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
Succeeding Run	2,500.00	
FAME and Methyl Laureate (C12) in Biodiesel	5,800.00	
Succeeding Run	3,380.00	
Free Glycerin in Biodiesel	1,250.00	
Linolenic Acid in Biodiesel Succeeding Run	4,320.00	
Methanol in Biodiesel	2,100.00	
Succeeding Run	2,150.00	
Methyl Laureate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	-
Mono, Di, Tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil/Saturate Fraction Degree API Gravity of Oil Containing Water and Sediments	3,950.00	_
Degree API Gravity of Oil Containing Water and Sediments Degree API Gravity of Oil Without Sample Preparation	590.00	
Extractable Organic Matter/EOM	450.00	
Fractional Distillation of Crude Oil	5,220.00	
Liquid Chromotographic Separation of EOMWhole Oil into Saturates, Aromatics and NSO	1,880.00	_
Separation of Crude Oil/Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO2) in Gas Condensate	1,400.00	
Hydrogen sulfide (H2S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run N15 Isotope in Various Samples	5,350.00	
Succeeding run	13,700.00	New
O18 Isotope in Water Sample	8,700.00	New
Succeeding Run	10,100.00	
S34 Isotope in Various Samples	5,350.00	
Succeeding Run	13,600.00 8,650.00	New
Natural Gas and Biogas	6,650.00	New
CO2 and H2S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic Gases Plus Methane (N2, H2, Ar, O2, He, C1)	3,350.00	
Source Rock and Cuttings	0,000,00	
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample Preparation for Wet Cuttings	540.00	
Total Organic/Inorganic Carbon	3,050.00	
Tetraflouroethane		
Tetrafluoroethane/R134a With Standard		
With Standard Without Standard	3,320.00	
	3,100.00	
cessed Fuels Section		-
oratory Services		
Processed Fuels		
API Gravity/Density/Specific Gravity (hydrometer)	600.00	
Acid/base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6,100.00	new
Aromatics, % Volume	4,600.00	



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rgy Research and Testing Laboratory Services (ERTLS) Geoscientific Research and Testing Laboratory	and the second second second	机合同的 医白色
cessed Fuels Section		
oratory Services		
Processed Fuels		
Ash (sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, *C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer-Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, *C	1,900.00	
Distillation Temperature (AET), *C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100ml	3,200.00	New
FAME and Methyl Laureate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), *C	1,400.00	
Flash Point (PM), *C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosporous, ppm Hydrocarbons (benzene & Aromatics, % Vol)	7,500.00	New
Succeeding Run	6,900.00	New
Insolubles, % Mass	4,400.00	New
Pentane	1 700 00	
Toluene	1,700.00	
Kinematic Viscosity, mm2/s	1,800.00	
Lead in Gasoline, g/L (XRF)	1,100.00 2,100.00	
Lubricity, Micron	5,900.00	Nam
Octane Number, RON (CFR)	10,400.00	New
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, *C	1,100.00	New
Sediment by Extraction, % Volume	2.200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	NGW
Vapor Pressure, kPA	900.00	
Viscosity Index	1,800.00	
Water and Sediments, % Volume	1,100.00	
Water by Distillation, % Volume	1,000.00	
Water by Karl Fischer, % Volume-Volumetric	1,300.00	
Water by Karl Fischer, % Volume-Coulometric	3,300.00	New
Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
ological Section		
Processing/Sample Preparation		
Coal - Impregnated Polished Section (Briquette)	1,700.00	
Coal - Polished Section (Whole Sample)	950.00	
Drying of Ditch Cutting Samples (per Box)	600.00	
Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
Impregnated Polished Thin Section	1,500.00	
Impregnated Polished Thin Section with Blue Dye	1,800.00	
Normal Thin Section	1,200.00	
Plain Slabbing/Plain Cutting	300.00	
Polished Thin Section (for Opaque Minerals)	1,500.00	
Polished Slab (Max Dimension 3x2x1 inches)	400.00	



		Amount	- Barratha
0	erry Research and Testing Laboratory Services (ERTLS)	and the second s	No. In Constant
	Geoscientific Research and Testing Laboratory		10000
e	ological Section		
	Smear Side (Calcareous Nanno Fossils)	400.00	
	Staining Using Alizanin Red (1-5 Sample/s)	100.00	
_	Washed Residue (Foraminifera)	400.00	
_	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
_	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400c for Oriented Clay	350.00	New
_	XRD-Heat Treatment at 500c for Oriented Clay	350.00	New
6	XRD- Powdening for Random Sample Analysis	250.00	New
2,	Coal - Vitrinite Reflectance Measurement		
-	Coal - Maceral Indentification	3,500.00	New
-	Megascopic/Hand Specimen Rock Identification	4,000.00	New
-	Micropaleontological Analysis of Rock Sample (Foraminifera)	500.00	
-	Micropaleontological Analysis of Rock Sample (nanno fossil)	1,900.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
		1,000.00	New
.a	boratory Services		
Dt	her Services		
1	Biostratigaphic Report of Well		
	First 7,000 feet/2,133 meters)	48,000.00	
	(excluding Sample Preparation and Analysis)	10,000,00	
	For succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
	Photomicrography of Fossils (1-5 samples, final shot/s)	400.00	
	Photomicrography of Rocks (1-5 samples, final shot/s)	500.00	
	Lighting and Appliance Testing Division		
Ge	ineral		
_	Validation of Energy Label	200.00	
_			
٩p	pliance and Equipment Section		
-	Performance Testing of Air Conditioner		
-	Full Load (Fixed Type) Half Load (CSPF)	12,400.00	
-	Performance Testing of Refrigerator	12,400.00	New
-	Complete Test		
-	Partial Test	24,000.00	
-	Ice Making Test	14,200.00	
-	Freezing Capacity Test	10,000.00	New
-	Performance Testing of Television	10,000.00	New
T	Performance Test of Washing Machine	4,700.00	
-	Inspection of Generic Models/Exempled Products	21,400.00	
-	Witness Testing (local and foreign)	600.00	
	Performance Testing of Cooking Stoves	500.00	
		6,500.00	
je,	ahting and Other Devices Section		
	Electrical Measurement	440.00	Marrie
1	Goniophotmetry (Elec Lamps/Luminaries)	11,600.00	New
	Spherepholometry (Elec Lamps)	740.00	
	Endurance Test - Temp Cycling Test	10,800.00	New
ſ	Endurance Test - Supply Switching Test	2,200.00	New
	10W-22W LFL and CFL Life Test (1,900 hrs)	11,580.00	11011
	10W-22W LFL and CFL Lumen Maintenance	19,200.00	
	10W-22W LFL and CFL Life Test every next 1,000 hrs	2,200.00	
	10W-22W LFL and CFL Photometric with Aging	10,500.00	New
	23W-32W LFL and CFL Life Test (100 hrs)	7,720.00	
	23W-32W LFL and CFL Life Test (1,900 hrs)	13,480.00	
Ļ	23W-32W LFL and CFL Lumen Maintenance	21,200.00	
	23W-32W LFL and CFL Life Test every next 1,000 hrs	3,200.00	
_	33W-40W LFL and CFL Life Test (100 hrs)	7,800.00	
	33W-40W LFL and CFL Life Test (1,900 hrs)	15,000.00	
_	33W-40W LFL and CFL Lumen Maintenance	22,800.00	
	33W-40W LFL and CFL Life Test every next 1,000 hrs	4,000.00	
	Other Light Sources above 40W-100W@100hrs Life Test	4,000.00	



	Amount	Bernarto
nergy Research and Testing Laboratory Services (ERTLS)	NUME NOR REPORT AND AND A	
Lighting and Appliance Testing Division	and the second s	CALCUMPTER STREET
alibration/Instrumentation and Control Section		
Other Light Sources Above 40W-100W@1,900hrs Life Test	26,400.00	-
Other Light Sources Above 40W-100W Lumen Maintenance	34.800.00	12
Other Light Sources Above 40W-100W@ Life Test at every 1,000 hrs	10,000.00	
Other Light Sources Above 100W-200W@100hrs Life Test	9,400.00	
Other Light Sources Above 100W-200W@1,900 hrs Life Test	45,400.00	
Other Light Sources Above 100W-200W Lumen Maintenance	54,800.00	
Other Light Sources Above 100W-200W@ Life Test at every 1,000 hrs	20.000.00	
Ballast BEF (10W - 40W)	20,000.00	
Ballast (5 samples)	12,200.00	
Calibration of Platinum Resistance Thermometer (PRT)	4,900.00	
Calibration per Additional Temp Point for PRT	980.00	
Calibration of liquid-in-glass (LIG) Thermometer	1,650.00	
Calibration per Additional Temp Point for LIG	600.00	
Calibration of Digital/Bi-Metal Thermometer/RTD/Thermocouple	1,950.00	
Calibration per Additional Temp Point	390.00	
Calibration of Digital Power Meter (DPM)	4,900.00	
Calibration per Additional Point	350.00	
Calibration of Digital Multimeter (DMM) up t 4 1/2 Digits Res	3,250.00	
Calibration per Additional Point	200.00	
Calibration of AC/DC Voltmeteres	1,950.00	
Calibration per Additional Point	390.00	
Calibration of AC/DC Ammeteres	2,100.00	
Calibration per Additional Point	420.00	
Calibration of Ohmmeter	1,950.00	
Calibration per Additional Point	390.00	-
Calibration of Resistors	1,350.00	
Calibration per Additional Point	300.00	-
Calibration of Clamp Meter	2.050.00	0
Calibration per Additional Point	410.00	

APPROV RAPHAEL P.M. LOTIILLA Secretary JAN 1 9 2023



DOE CITIZEN'S CHARTER 1166