



DEPARTMENT OF ENERGY

Department of Energy

# CITIZEN'S CHARTER 2024

1st Edition



DEPARTMENT OF ENERGY  
2024 CITIZEN'S CHARTER  
(1<sup>st</sup> 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:**

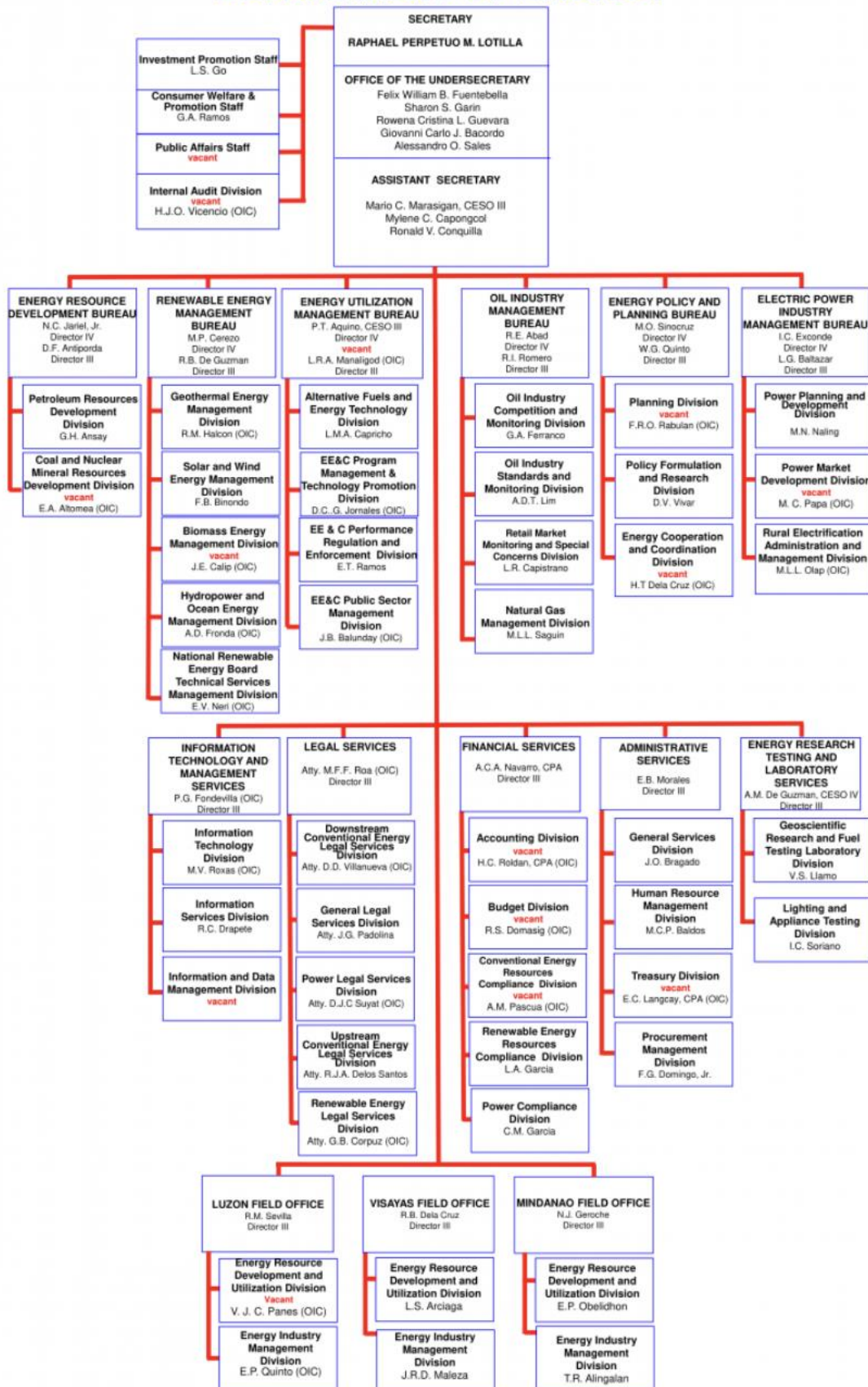
A globally competitive DOE powering up Filipino communities through clean, efficient, robust and sustainable energy systems that will create wealth, propel industries and transform the lives of men and women and the generations to come and professionalism.

## **IV. Performance Pledge:**

We, at the Department of Energy, commit to:

<b>S E R V E</b>	right the first time and every time thereafter
<b>L I S T E N</b>	with utmost courtesy, respect and understanding
<b>R E S P O N D</b>	promptly, efficiently, and effectively
<b>E X C E L</b>	to exceed the needs and expectations of the general public

# DEPARTMENT OF ENERGY





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

## Coal And Nuclear Minerals Division (CNMD)

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



# PETROLEUM RESOURCES DEVELOPMENT DIVISION (PRDD)

## PROCESSES

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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Petroleum Service Contract Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter addressed to the Undersecretary		Client		
2. Performance Bond		Insurance Companies		
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	<i>Records Offices, RMD</i>
	1.2 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse request to PRDD			<i>Director, ERDB</i>
	1.3 Technical Evaluation	None	1 Working Day	<i>Petroleum Resources Development Division</i>
	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			

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



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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Existing Petroleum Service Contractors
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter addressed to ERDB Director	Client
2. Application form duly signed by company representative, notarized and sealed by Notary Public (4 copies)	ERDB Annexes to DOE DC2018-03-006
3. TEC application number & order of payment, official receipt of processing fee	PRDD-ERDB, Treasury Division
4. Company purchase order or proforma/commercial invoice, user's, justification	Client
5. Packing list, if applicable	
6. Specification (for vessels, rigs, and helicopters)	
7. Computation of taxes waived	
8. Other applicable requirements as per DC2018-03-006	
9. Additional Requirements:	
9.1 For Exportation	
9.1.1 Picture of Items	
9.1.2 Photocopy of TEC Qualification	
9.2 For Disposal, Donation, Sale or Transfer	
9.2.1 List of Items Cost Recovered Percentage, if applicable	

9.2.2 DOE Approval Letter of Disposal, Sale or Transfer				
9.2.3 Photocopy of TEC Qualification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete set of application requirements for issuance of Order of Payment	1.1 TEC Numbering & Issuance of Order of Payment		None	<i>SRS II / Senior SRS, PRDD</i>
2. Payment of Processing Fee		Processing Fee- Php 750.00 / application or based on the DOE Schedule of Fees and Charges		<i>Collection Officer, Treasury Division</i>
3. Official submission of TEC application	3.1. Receiving of complete set of application requirements and transmittal to Office of the Director, Energy Resource Development Bureau (ERDB-OD)		1 Working Day	<i>Records Officer, RMD</i>
	3.2 Transmittal to PRDD		1 Working Day	<i>Admin. Staff, ERDB</i>
	3.3 Technical Evaluation		3 Working Days	<i>Sr. SRS/SRS II, PRDD</i>
	3.3.1 Prepare Endorsement Memorandum for		1 Working Day	<i>Sr. SRS/SRS II, PRDD</i>



	Clearance from PRDD to ERDB			
	<p>3.3.2 Prepare Endorsement Memorandum for Clearance from ERDB to OUSEC / OSEC</p> <p><i>Note: If technical requirements are not satisfied, DOE informs or sends letter to Service Contractor giving reason for disapproval</i></p>			
	3.4 Approval of TEC & Endorsement for Clearance		2 Working Days	<i>Director, ERDB</i>
	<p>3.5 Legal Evaluation</p> <p><i>Note: If legal requirements are not satisfied: DOE informs or sends letter to Service Contractor giving reason for disapproval</i></p>		2 Working Days	<i>Division Chief, Conventional Energy Legal Services Division (CELSD)</i>
	3.6 Endorsement for Clearance		1 Working Day	<i>Division Chief, CELSD &amp; Director Legal Services</i>
	<p>3.7 Clearance for TEC; If cleared: TEC Approval</p> <p><i>Note: If not cleared: DOE informs or sends letter to Service</i></p>		7 Working Days	<i>Supervising Undersecretary / Office of the Secretary</i>

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



## 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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Existing Petroleum Service Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter addressed to Energy Resource Development Bureau (ERDB) Director		Client		
2. Application form duly signed by company representative, notarized, and sealed by Notary Public		ERDB Annex A of 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. Copy of Official Receipt of the application/processing fee		DOE Treasury Division (TD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Application/ Processing Fee	1.1 Issuance of Order of Payment		2 Hours	<i>Administrative Assistant II, PRDD</i>
		Application/Processing Fee – Php 550.00, subject to approval of the DOE Revised Schedule of Fees and Charges	2 Hours	<i>Collection Officer, TD</i>
2. Submission of Endorsement letter and requirements	2.1 Official receiving of documents at Records Management Division (RMD)		1 Working Day	<i>Records Officer, RMD</i>
	2.2 Transmittal to ERDB-Office of		1 Working Day	<i>Records Officer,</i>

	the Director (ERDB-OD)			<i>RMD</i>
	2.3 Transmittal to PRDD		1 Working Day	<i>Admin. Staff, ERDB</i>
	2.4 Technical Evaluation		2 Working Days	<i>Chief Science Research Specialist (SRS)/ Senior SRS /SRS II, PRDD</i>
	2.4.1 If not technically qualified, PRDD rejects the application with a letter to be signed by the ERDB Director			
	2.4.2 If technically qualified, PRDD endorses the application to ERDB for final review and approval			
	2.5 ERDB reviews the application		1 Working Days	<i>Director/Asst. Director, ERDB</i>
	2.5.1 If disapproved, PRDD rejects the application with a letter signed by the Director			
	2.5.2 If approved, ERDB records and transmits the signed permit to the PRDD			
	2.6 Transmittal to RMD  Permit ready for release/pick up by contractor		4 Hours	<i>Records Officer, RMD</i>
<b>Total Number of Days</b>			<b>7 Working Days</b>	



## 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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Existing Petroleum Service Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to ERDB Director		Client		
2. 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)		DOE Prescribed Format		
3. Payment of Processing Fee of PHP200 per subcontract / agreement to be attached to item 1.		Collection Officer, Treasury Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of subcontracts	1.1 Official receiving of documents	None	1 Working Day	Records Officer, RMD
	1.2 Transmit the application to ERDB			
	1.3 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse the request to the Petroleum Resources Development Division (PRDD)		1 Working Day	Director, ERDB

	1.4 Technical Evaluation		8 Working Days	<i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>
	<p>1.4.1 Evaluate subcontracts in accordance to the submitted Work Program and Budget for the Calendar Year for Petroleum-Operations related subcontracts and/or Administrative subcontracts</p> <p><i>Note: If submission is incomplete, a Deficiency Notice is issued to the contractor (End of process). Those that have passed will be referred to the Legal Services for further evaluation.</i></p>	None		<i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>
	1.4.2 Prepare memorandum to the Legal Services for Legal Evaluation			<i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>
	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	<i>Director, Legal Services</i>

	<p>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</p>		<p>1 Working Day (if necessary)</p>	<p><i>Supervisor and/or Senior SRS handling ISO Monitoring, SRS-II</i></p>
<p>2. Payment of Penalty for late registration (if necessary)</p>	<p>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.</p>		<p>1 Working Day (if necessary)</p>	<p><i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i></p>
	<p>2.2 Issue Order of Payment for late submission for registration</p>		<p>30 minutes (if necessary)</p>	<p><i>PRDD Administrative Clerk</i></p>
	<p>2.3 Payment of penalty (The Official Receipt for the payment of penalty must be submitted to PRDD to resume registration of penalized subcontracts.)</p>	<p>Php 10,000.00 per late submitted subcontract (DOE DC2014-08-0013)</p>	<p>30 minutes (if necessary)</p>	<p><i>Collection Officer, Treasury Division</i></p>



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	<i>Administrative Assistant II, PRDD (Issue Order of Payment), Payment to be received by Collection Officer, Treasury Division</i>
4. Registration of Subcontracts / Acknowledgement of Administrative Subcontracts	4.1 Issue the Confirmation of Subcontract Registration	None	1 Working Day	<i>Director, ERDB</i>
	4.2 Recording and filing of Subcontract Registration			<i>PRDD Sr. SRS handling the ISO Monitoring</i>
5. Release to Client	5.1 Registered Subcontract ready for release to the Client		1 Working Day	<i>PRDD Administrative Clerk</i>
<b>Total Number of Days</b>		<b>20 Working Days</b> (for single subcontract application)		

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

<b>RANGE FOR SUBCONTRACT REGISTRATION</b>	
<b>NO. OF SUBCONTRACTS</b>	<b>WORKING DAYS TO PROCESS (FROM RMD TO RELEASE)</b>
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 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 REQUIREMENTS		WHERE TO SECURE		
1. Full name and contact details (phone number, address/email) of applicant;		Client		
2. Location (Municipality, Barangay or Sitio, landmarks) where the seep/s occur/s; and				
3. Description or picture/s of the seep				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	1.1 Receive request at Records Management Division (RMD)	None	1 Working Day	Records Officer, RMD
	1.2 Transmit to ERDB-OD		1 Working Day	Records Officer, RMD
	1.3 Review and Endorse for Field Investigation and Sampling		3 Working Days	Director, ERDB
	1.4 Review completeness of requirements by the PRDD  Note: If incomplete requirements, DOE informs or sends letter to applicant to complete requirements for resubmission		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	<p>2.1 Schedule Field Investigation and coordinate with applicant and/or Request DOE Field Office for preliminary investigation</p> <p><i>Note: Taking into consideration the following:</i></p> <p><i>a. Participation/availability of applicant onsite. b. Accessibility of area; c. Safety; and/or d. Recommendation from DOE Field Office</i></p> <p><i>If any one of these considerations is not met, PRDD will officially notify the Client that further Investigation and sampling could not be conducted.</i></p>	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
<b>Total Number of Days</b>		<b>20 Working Days</b> (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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requirements as provided in Annex B of DC2017-12-0017		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 – <b>Php 200,000.00</b>  Challenge Fee (for Nominated Areas) – <b>Php 1,000,000.00</b>		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):  <i>Note: This happens on a set date as dictated by the published PCECP</i>	None	1 Working Day	Review and Evaluation Committee (REC) / Technical Working Group (TWG) -PRDD -Financial Services (FS) -Legal Services (LS)

	<i>timeline, and not immediately after submission.</i>			
	1.3 Substantive Legal, Technical, and Financial Evaluation of applications	None	10 Working Days	Review and Evaluation Committee (REC) / Technical Working Group (TWG)  -PRDD  -Financial Services (FS)  -Legal Services (LS)
	1.4 Preparation and consolidation of the results of the TWG substantive evaluation		5 Working Days	PCECP Secretariat
	1.5 REC Meeting to discuss the results of the TWG substantive evaluation		1 Working Days	REC
	1.6 Preparation of documents and issuance of Notice of Qualification to enter into a PSC		3 Working Days	PCECP Secretariat
Total Number of Days		20 Working Days		



## 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

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter in response to Notice of Qualification to enter into a PSC 2. Execution copy of the PSC duly signed by the prospective service contractor		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)	None	1 Working Day	Records Management Division
	1.2 Transmittal of requirements to REC Chair			
	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 Documents for REC Meeting	None	3 Working Days	PCECP Secretariat
	1.6 REC Meeting	None	1 Working Day	REC
	1.7 Finalization of Documents and Transmittal to the Office of the Secretary	None	3 Working Days	PCECP Secretariat
	1.8 Review and approval of the Memorandum to the Office of the President and signed execution copy of the PSC	None	7 Working Days	OSEC
	1.9 Transmittal to the Office of the President	None	1 Working Day	Records Management Division
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## Issuance of Gratuitous Permit

<b>Office or Division:</b>	Petroleum Resources Development Division (PRDD)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business / Government-2-Citizen
<b>Who May Avail:</b>	Any Individual / LGUs / Companies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 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)
<p>As stated in PD 508 and DOE Dept. Circular No. DC2018-07-0020:</p> <p>2. Application Letter addressed to the:</p> <p>The Undersecretary in charge of Energy Resource Development Bureau Department of Energy Center, Merritt Road, Fort Bonifacio Taguig, Metro Manila 1201</p> <p>Contents of a Gratuitous Permit Application:</p> <p>2.1 Full name and post office or business address of the applicant;</p> <p>2.2 In case of an individual, applicant citizenship, age, sex and civil status;</p> <p>a. In case the applicant is partnership or corporation, the place and the date of organization, registration, and length of authorized organization or corporate life or existence; and location, shape and size in hectares of the area being applied</p> <p>b. A copy of the Articles of Incorporation or Articles of Partnership duly registered with the Securities and Exchange Commission, if the applicant is a</p>	Client



<p>corporation or partnership;</p> <p>c. Map and technical description of the area desired to be explored or exploited duly signed by a licensed geodetic engineer;</p> <p>d. A work program and budget with timeline to explore and develop natural marsh or Methane gas deposit;</p> <p>e. Endorsement from the local Barangay Captain and Municipal Mayor;</p> <p>f. Proof of payment of application fee amounting to One Thousand Pesos (Php 1,000.00); and</p> <p>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.</p> <p>Note: Incomplete applications will not be accepted</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	1.1 Receive Request at the Records Management Division (RMD)	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit to Energy Resource Development Bureau – Office of the Director (ERDB-OD)		1 Working Day	<i>Records Officer, RMD</i>

	1.3 Review and endorse for evaluation		3 Working Days	<i>Director, ERDB</i>
	1.4 Review completeness of requirements  <i>Note: If incomplete requirements, DOE sends letter to applicant to complete requirements</i>		5 Working Days	<i>PRDD</i>
2. Payment of Application Fee	2.1 Issue Order of Payment		Depending on Client	<i>Client / PRDD</i>
	2.2 Payment of Fee –  <i>Based on DOE Fees and Charges DOE CY 2013 pursuant to AO No. 31 Series of 2012</i>	Php 1,000.00		<i>Client / Treasury Division</i>
	2.3 Endorse to Information Technology Management System (ITMS), Legal Services (LS), and Financial Services (FS) for evaluation		4 Working Days	<i>ERDB Director, PRDD</i>
	2.4 Area, Legal and Financial Evaluations  <i>Note: If application did not pass evaluation, DOE sends letter to applicant</i>		Depending on ITMS, LS and FS	<i>Information Technology Management Services (ITMS), Legal Services (LS) and Financial Services (FS)</i>

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



## COAL AND NUCLEAR MINERALS DIVISION (CNMD)

### PROCESSES

1. Issuance of Letter of Approval for Publication of Nominated Area of Interest under the PCECP for Coal
2. Issuance of Notice of Award for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal
3. Issuance of Tax-Exemption under PD 972
4. \*Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit **(ISO Certified)**
5. Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent
6. Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holder
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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)			
<b>Classification</b>	Highly Technical Transaction			
<b>Type of Transaction</b>	Government-2-Business			
<b>Who May Avail</b>	Corporations, Companies and Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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		
1.2	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 complete application requirements to REC and Technical Working Group (TWG)		1 Working Day	<i>REC Chair / Undersecretary</i>
	1.4 REC and TWG checks the completeness of the submitted requirements		1 Working Day	<i>REC &amp; TWG</i>
	1.4.1 If the submitted requirements are incomplete, REC and TWG informs the applicant of the incompleteness			
	1.5 If the submitted requirements are complete, REC and TWG conduct evaluation of the application requirements		7 Working Days	
	1.6 REC and TWG endorse the results of evaluation of the application to the Assistant Secretary		1 Working Day	
	1.7 Assistant Secretary reviews and evaluates the application endorsed by REC and TWG		2 Working Days	<i>Assistant Secretary</i>
	1.8 Assistant Secretary endorses the application to the Undersecretary		1 Working Day	
	1.9 Undersecretary reviews and evaluates the application		3 Working Days	<i>Undersecretary</i>
	1.10 Undersecretary transmits the Letter of Approval or Disapproval of Publication to RMD		1 Working Day	

	1.11 RMD transmits and releases Letter of Approval or Disapproval of Publication to the Applicant		1 Working Day	<i>Records Officer, RMD</i>
<b>Total Number of Days:</b>			<b>20 Working Days</b>	



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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)	
<b>Classification</b>	Highly Technical Application	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who May Avail</b>	Corporations, Companies and Cooperatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Legal Documentation	
a.	Duly filled-out covering information sheet showing a brief summary of application;	DOE Website / DC2017-09-0010 Annex A
b.	Certified true copies of the SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of coal resources;	SEC
c.	Certified true copy of the GIS stamped received by the SEC not more than 12 months old at the time of filing of application;	
d.	Original copy of the Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the COC. The said Certificate of Authority shall be executed under oath by the Corporate Secretary; and,	Client
e.	In case the applicant is a partnership or cooperative, it shall submit the legal documents as specified in I.2 to I.4 above, or its equivalent, issued or authenticated by the appropriate governing authorities.	
2.	Work Program Documentation	



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);	Client
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);	
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,	
e. Projected Exploration Expenditures.	
3. Technical Documentation	
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.	

<p>c. For Parent Company that guarantees for corporations with insufficient capital. Financial guarantees of foreign companies to their subsidiaries that are shareholders of the applicant shall be limited to their equity participation in the allowable maximum forty percent (40%) foreign capitalization:</p> <p>i. Original Copy of the Parent Company's financial documents per 4.a.i. and 4.a.ii.;</p> <p>ii. Original Copy of duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; and,</p> <p>iii. General Information Sheet (GIS) of the shareholders of the applicant availing of the Parent Company fund guarantee.</p> <p>d. Minimum working capital requirement (Liquid Assets Less Current Liabilities) is 150% of the financial commitment for the first contract year of the proposed work program and budget as provided for in Chapter One (1) Section III item A.1.a of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines". Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.</p> <p>e. The applicant shall have available working capital for each PCECP application separate from other applied PCECP areas, renewable energy service contract applications and existing energy service/ operating contracts.</p>				
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 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)  <i>(To be submitted by the applicant on or before 1100H of the 60th calendar day after date of publication)</i>	2.1 RMD receives the three (3) complete sets of application documents in both paper and digital format with OR	None	1 Working Day	<i>Records Officer RMD</i>
	2.2 REC and TWG conducts the Opening of Application Documents  <i>(1300H on the final day of submission of documents)</i>		1 Working Day	<i>REC &amp; TWG</i>
	2.3 REC and TWG conducts Legal, Technical and Financial evaluation of the submitted applications		6 Working Days	
	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	<i>Assistant Secretary</i>
	2.6 Assistant Secretary endorses the highest ranked applicant to the Undersecretary		1 Working Day	

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



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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)			
<b>Classification</b>	Highly Technical Transaction			
<b>Type of Transaction</b>	Government-2-Business			
<b>Who May Avail</b>	Coal Operating Contract (COC) holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Transmittal Letter signed by an Authorized Company Representative		Client		
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4 copies)		DOE - CNMD		
3. Company purchase order and shipping documents		Client		
4. For Emergency Importation: a. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. b. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		Client		
5. For Sale: a. Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.		Client		
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 750.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Records Officer</i> RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff</i> ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		4 Working Days	<i>Sr. SRS/SRS II</i> CNMD  <i>TAS</i> 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			<i>Sr. SRS/SRS II</i> 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	<i>Chief SRS</i> CNMD
	1.5 ERDB Director reviews the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC		2 Working Days	<i>Director</i> ERDB
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II</i> CNMD

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



	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	<i>Records Officer</i> RMD
<b>Total Number of Days</b>			<b>20 Working Days</b>	



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

Note: This process is ISO Certified.

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)	
<b>Classification</b>	Complex Transaction	
<b>Type of Transaction</b>	PermitGovernment-2-Business	
<b>Who May Avail</b>	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. For Safety Engineer</b>		
1.	Duly accomplished ERDB Form No. DOE-ERDB-QF-001	CNMD Office / DOE Website
2.	Originally Signed Resume	
3.	Certificate/s of Training in General Safety and Health related to Mining Operations	
4.	Two (2) 2"x2" ID photo	
5.	Certified True Copy of PRC ID	
6.	Original Copy of valid Police Clearance	
7.	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>B. For Safety Inspector</b>		
1.	Filled-up ERDB Form No. DOE-ERDB-QF-001	CNMD Office/DOE Website
2.	Originally Signed Resume	
3.	Two (2) 2"x2" ID photo	
4.	Original Copy of valid Police Clearance	
5.	Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder	
6.	Any of the following:	
	a. Certified True Copy of Diploma for Mining Engineering Course	
	b. Certified True Copy of Diploma for any Engineering, Geology,	

Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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		3 Working Days	Sr. SRS/SRS II, CNMD

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

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

<b>RANGE FOR ISSUANCE OF SAFETY ENGINEER'S AND SAFETY INSPECTOR'S PERMIT</b>	
<b>NO. OF APPLICATIONS</b>	<b>NO. WORKING DAYS TO PROCESS</b>
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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Citizen
<b>Who May Avail</b>	Interested individuals
<b>CHECKLIST OF REQUIREMENTS</b> <b>Submit Three (3) sets of the following:</b>	<b>WHERE TO SECURE</b>
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative	Client
2. Duly Accomplished Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain and; 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
7.1 Computation of Coal Reserves	
7.2 Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.4 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	
7.7 Detailed Mine Plan, Scale 1:1000	
7.8 Production Cost per metric ton	
7.9 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	

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
1. 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, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	<i>Chief SRS, CNMD</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			<i>Chief SRS, CNMD</i>
	1.6 ERDB Reviews and Approves the		2 Working Days	<i>Bureau Director, ERDB</i>

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



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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Citizen
<b>Who May Avail</b>	Interested individuals
<b>CHECKLIST OF REQUIREMENTS</b> <b>Submit Three (3) sets of the following:</b>	<b>WHERE TO SECURE</b>
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative	Client
2. Duly Accomplished Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain and; 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer): a. Computation of Coal Reserves b. Mining Method to be used	
7.1 Projection of Daily and Annual Production Rates	
7.2 Table of Organization	
7.3 List of Mining Equipment	
7.4 Geological Map of Area Applied, Scale 1:1000	
7.5 Detailed Mine Plan, Scale 1:1000	
7.6 Production Cost per metric ton	
7.7 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	
9. Operating Agreement	
10. Contract of Purchase and Sale	
11. 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
1. 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, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	<i>Chief SRS, CNMD</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			<i>Chief SRS, CNMD</i>
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	<i>Bureau Director, ERDB</i>
	1.6.1 If disapproved, CNMD rejects the application			<i>Bureau Director, ERDB</i>

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



## Issuance of Coal Export Clearance (CEC)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address, and nature of business of the exporter				
1.2 Name, description and volume of product to be exported				
1.3 Unit and total export price (FOB, CIF, CFR)				
1.4 Name and address of buyer				
1.5 Date of loading and load port				
1.6 Disport				
1.7 Name of carrier/vessel				
2. Coal analysis/guaranteed specifications				
3. Proforma Invoice or other related documents				
4. Certification that local coal demand has been supplied				
5. Complete submission of Post Shipment Documents of previously approved CECs				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts technical evaluation		3 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to the Conventional Energy Resources Compliance Division (CERCD) for review and evaluation			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts financial evaluation		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Sr. SRS/SRS II, CNMD</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD reviews and endorses the application to ERDB for approval		2 Working Days	<i>Chief SRS, CNMD</i>
	1.7 ERDB reviews and endorses the application to the Office of the		2 Working Days	<i>Bureau Director, ERDB</i>

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Accredited Coal Traders and Registered Coal End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address and nature of business of the importer				
1.2 Unit and total import price (FOB, CIF, CFR)		Supplier		
1.3 Name and address of supplier				
1.4 Date of loading and load port				
1.5 Expected date and place of arrival in the Philippines				
1.6 Name of carrier/vessel				
1.7 Transaction date				
2. Coal analysis/guaranteed specifications				
3. Proforma Invoice or other related documents				
4. Complete submission of Post Import Documents of previously approved CoC-CIs		Client		
5. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission 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	<i>Administrative Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts Technical Evaluation of the submitted application		5 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to ERDB for review and approval			<i>Chief SRS, CNMD</i>
	1.5 ERDB reviews the application		3 Working Days	<i>Bureau Director, ERDB</i>
	1.6 ERDB transmits the application to the Office of the Undersecretary (OUSEC) for approval		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.7 OUSEC approves the application		4 Working Days	<i>Undersecretary, OUSEC</i>
	1.8 OUSEC transmits the approved CoC-CI to ERDB		1 Working Day	<i>Administrative Officer, OUSEC</i>
	1.9 ERDB transmits the approved CoC-CI to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10 CNMD records and transmits the approved CoC-CI to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>

	1.11 RMD releases the approved CoC-CI to applicant		1 Working Day	<i>Records Officer, RMD</i>
<b>Total Number of Days</b>			<b>20 working days</b>	





## Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Entities involved in coal trading activities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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: 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 SSCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the storage facility is located
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00
FOR COAL OPERATING CONTRACT (COC) HOLDER	
1. Request letter	Client
2. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER	
1. Request letter	Client
2. Copy of the approved and duly conformed SSCMP	
3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	

FOR LOGISTICS SERVICE PROVIDER (LSP)				
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: 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. List of authorized drivers	Client			
6. List of vehicles with plate number and copy of OR/CR				
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User			
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client			
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts technical evaluation		6 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a		1 Working Day	<i>Bureau Director, ERDB</i>

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)		
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Accredited Coal Traders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
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: 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 SSCMP holder or foreign coal supplier for a period of at least 1 year		COC Holder, SSCMP Holder, Foreign Supplier	
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB	
6. Current Business Permit		City/municipality where the storage facility is located	
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		Client	
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application			
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00	
FOR COAL OPERATING CONTRACT (COC) HOLDER			
1. Request letter		Client	
2. Current Business Permit		City/municipality where the COC area/storage facility is located	
3. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		Client	
4. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application			

FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER				
1. Request letter		Client		
2. Copy of the approved and duly conformed SSCMP				
3. Current Business Permit		City/municipality where the permit area/storage facility is located		
4. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		Client		
5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR LOGISTICS SERVICE PROVIDER (LSP)				
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: 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 year from date of accreditation)		Client		
6. List of authorized drivers				
7. List of vehicles with plate number and copy of OR/CR				
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler		Accredited Coal Trader/Registered Coal End-User		
9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
10. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		4 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for financial evaluation			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts financial evaluation		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD endorses the application to UCELSD for evaluation		1 Working Day	<i>Sr. SRS/SRS II, CNMD</i>
	1.7 UCELSD conducts legal evaluation		2 Working Days	<i>Attorney IV, UCELSD</i>
	1.7.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.7.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>

	1.8 ERDB reviews and approves the application		3 Working Days	<i>Director, ERDB</i>
	1.9 ERDB transmits the approved CTAR to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10 CNMD records and transmits the approved CTAR to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.11 RMD releases the approved CTAR to applicant		1 Working Day	<i>Records Officer, RMD</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	



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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)			
<b>Classification</b>	Highly Technical Transaction			
<b>Type of Transaction</b>	Government-2-Business			
<b>Who May Avail</b>	Entities involved in coal purchasing and utilization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		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 specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 5,000.00		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>



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



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

<b>Office or Division</b>	Coal and Nuclear Minerals Division (CNMD)			
<b>Classification</b>	Highly Technical Transaction			
<b>Type of Transaction</b>	Government-2-Business			
<b>Who May Avail</b>	Registered Coal End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		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 specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Summary of coal purchases and utilization from date of registration (CNMD-CEURR-2021-A)		ERDB-CNMD		
8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 5,000.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		4 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for compliance review			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts compliance review		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If non-compliant, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If compliant, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD endorses the application to UCELSD for review		1 Working Day	<i>Chief SRS, CNMD</i>
	1.7 UCELSD conducts legal review		1 Working Day	<i>Chief, UCELSD</i>
	1.7.1 If not legally qualified, UCELSD will endorse		1 Working Day	<i>Bureau Director, ERDB</i>

	the findings to CNMD; CNMD will reject the application through a letter signed by the ERDB Director			
	1.7.2 If legally qualified, UCELSD will endorse the application to LS for review and approval		1 Working Day	<i>Chief, UCELSD</i>
	1.8 LS reviews and endorses the application to ERDB		1 Working Day	<i>Director, LS</i>
	1.9 ERDB reviews and approves the application		2 Working Days	<i>Director, ERDB</i>
	1.10 ERDB transmits the approved CEUR-R to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.11 CNMD records and transmits the approved CEUR-R to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.12 RMD releases the approved CEUR-R to applicant		1 Working Day	<i>Records Officer, RMD</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## Issuance of Confirmation Letter of Registered Coal Subcontract

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract (COC) Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract addressed to ERDB Director		Client		
2. Two (2) certified true copies of subcontracts registration				
3. Copy of Official Receipt or validated deposit slip for the payment of processing fee in the amount of Php 200.00		DOE-Treasury Division or bank		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents	N /A	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. Officer, ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		6 Working Days	Sr. SRS/SRS II, CNMD

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

	of Registered Coal Subcontract to CNMD			
	1.10 CNMD records and transmits the Confirmation Letter of Registered Coal Subcontract to RMD		1 Working Day	<i>Admin. Officer, CNMD</i>
	1.11 RMD records and releases the Confirmation Letter of Registered Coal Subcontract		1 Working Day	<i>Records Officer, RMD</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	

# **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 Suppliers of Locally Produced RE Equipment and Components</u>	31 Calendar Days	Highly Technical
2. <u>Amendment of RE Contract</u>	31 Calendar Days	Highly Technical
3. <u>Certificate of Registration for Own-Use</u>	28 Calendar Days	Highly Technical
4. <u>Conversion to the New Renewable Energy (RE) 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 National Government Agencies and Local Government Units</u>	5 Calendar Days	Complex
7. <u>*Processing of Safety Officers Permit for Renewable Energy Developers. (ISO Certified)</u>	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 Duty-Free Importation Certification (DFIC)</u>	22 Calendar Days	Highly Technical
10. <u>Assignment/Transfer of Renewable Energy Service Contract</u>	31 Calendar Days	Highly Technical
11. <u>Request for Reinstatement of RE Contract</u>	31 Calendar Days	Highly Technical
12. <u>Pre-Application Process (for Geothermal, Hydropower, Ocean, Wind and Solar, Projects –</u>	17 Working Days	Highly Technical

<u>Except for Solar Rooftop &amp; Solar Microgrid)</u>		
13. <u>Transition from Pre-Development to Development Stage</u>	31 Calendar Days	Highly Technical
14. <u>Issuance of Endorsement to Purchase/Transfer/Move Explosives</u>	11 Calendar Days	Highly Technical

### **Geothermal Energy Management Division (GEMD)**

15. <u>Notice of Intention to Drill (NID)</u>	10 Calendar Days	Highly Technical
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### **Biomass Energy Management Division (BEMD)**

16. <u>Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility</u>	31 Calendar Days	Highly Technical
17. <u>Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility</u>	29 Calendar Days	Highly Technical
18. <u>Procedure for Renewal of Accreditation of a Biofuel Producer / Manufacturer</u>	29 Calendar Days	Highly Technical
19. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)</u>	29 Calendar Days	Highly Technical
20. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer / Manufacturer (Company Name / Ownership)</u>	27 Calendar Days	Highly Technical
21. <u>Procedure for Application for Registration of a Biofuel Distributor Under RA 9367</u>	30 Calendar Days	Highly Technical
22. <u>Procedure for Renewal of Application for Registration of a Biofuel Distributor under RA 9367</u>	30 Calendar Days	Highly Technical
23. <u>Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513</u>	28 Calendar Days	Highly Technical
24. <u>Pre-Application Process for Biomass Operating Contract Application</u>	3 Working Days	Highly Technical

### **Technical Services Management Division (NREB-TSMD)**

25. <u>Green Energy Option Program Operating Permit Application</u>	28 Calendar Days	Complex
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# HYDROPOWER, GEOTHERMAL, SOLAR, WIND AND BIOMASS ENERGY MANAGEMENT DIVISION (HOEMD, GEMD, SWEMD, BEMD)

## PROCESSES

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

<b>Office or Division:</b>	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)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government to Business		
<b>Who may avail:</b>	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.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>APPLICATION</b> 1. Letter of Application addressed to REMB Director		Applicant	
<b>LEGAL REQUIREMENTS</b> 2. Latest Business Permit in the name of the Company or Proprietor		Concerned Local Government Unit (LGU)	
3. Company Profile or Business Background		Applicant	
<b>TECHNICAL REQUIREMENTS</b> 4. Proof of Technical and Physical or Logistical Capabilities to handle RE equipment, machinery, components and parts appropriate and commensurate to the scope of activity applied for accreditation: a. Organizational Chart of the Company b. Nature and Scope of RE activities (RE manufacturing, fabricating, and/or supplying of locally-produced RE machineries, equipment, components and parts) c. Process flow of the manufacturing/fabrication plant		Applicant	

d. List of equipment or tools used (to be purchased / existing) in manufacturing and/or fabrication e. Site map and picture of the manufacturing and/or fabrication plant				
5. Track record of Renewable Energy Projects of the Applicant, if applicable		Applicant		
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 within <i>three (3) working days</i>			Chief, Concerned REMB Division  Chief, DOE-Records Management Division
	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. Applicant re-submits the complete set of	2.1 Concerned REMB Division checks the			Chief, Concerned REMB Division

documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	completeness and consistency of the submission within three (3) working days			
	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>	3.1 If payment has been made, Concerned REMB Division validates the proof of payment	Applicati on Fee – Php 1,000.00		Chief, Concerned REMB Division

<p><i>If failure to pay within 5 working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>within one (1) working day</p>	<p>Processing Fee – Php 9,000.00</p>		
	<p>3.1.1 If payment is valid, Concerned REMB Division notifies the Applicant that the payment was validated and inform applicant to set the schedule for the site validation</p>			
	<p>3.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant to rectify the payment within two (2) working days.</p>			
<p>4. The Applicant rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.</p>			<p>Chief, Concerned REMB Division</p>
	<p>4.1.1 If payment is valid, Concerned REMB Division notifies the Applicant that the payment was validated and inform applicant to set the schedule for the site validation.</p>			

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



	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  <i>Note: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	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		2 calendar days	Chief, Concerned REMB Division Director, REMB
	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			

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

	acts on the recommendation.			
	6.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary.			Chief, Concerned REMB Division
	6.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.			
	6.6 Secretary acts on the recommendation		7 calendar days	Office of the Secretary
	6.6.1 If approved, Concerned REMB Division notifies the Applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day	Chief, Concerned REMB Division
	6.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action			
Total Number of Days			31 Calendar Days	



## Amendment of RE Contract

<b>Office or Division:</b>	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)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government to Business		
<b>Who may avail:</b>	Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be 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 REQUIREMENTS		WHERE TO SECURE	
1. Request for amendment letter addressed to the REMB Director		Provided by the Applicant	
2. Technical description of proposed amendment to contract area, capacity, and location indicating the technical specifications and other mapping requirement for the purpose of area verification in acceptable ITMS format			
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		Provided by the Applicant  Template maps are provided in the EVOSS Downloadable Forms	

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 <i>Template forms are provided in the EVOSS Downloadable Forms</i>
<b>NOTES:</b>	
1. <b>Project Area/Site</b> – an RE project area/site subject to Area Verification.	<p>*The following maps and forms could be accessed through EVOSS under Downloadable Forms (<a href="https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms">https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms</a>)</p> <p>Sample Map 1 – Blocking</p> <p>Sample Map 2 – Non-Blocking</p> <p>Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
2. <b>Location/Sketch Map*</b> - 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.	
3. <b>TD_FORM.xls*</b> - 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. <b>Computation of Area</b> - 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.				
3. Technical Requirements: a. For Pre-Development Stage: i. Detailed Resource Assessment Studies; b. For Development/Operational Stage: i. Full-Blown Feasibility Studies		Provided by the Applicant		
4. Gantt Chart of the Work Program/Work Plan following the approved templated		Annex I of the Department Circular No. DC2019-10-0013		
5. 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		Annex "A" of DOE Advisory No. 3 dated 29 April 2023 ( <a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a> )  Annex "B" of DOE Advisory No. 3 dated 29 April 2023 ( <a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a> )		
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

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

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



<p>3. RE Developer pays thru the DOE Cashier or other modes of payment (for hydropower and ocean only)</p> <p><i>Note:</i></p> <p><i>If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, HOEMD validates the proof of payment within one (1) working day</p>	<p>Hydro and Ocean</p> <p>Processing Fee – Php 4,000.00</p>		<p>Chief, HOEMD</p>
	<p>3.1.1 If payment is valid, HOEMD conducts Technical Evaluation (Start of Day 1)</p>			
	<p>3.1.2 If payment is not valid, HOEMD notifies the RE Developer thru a system generated email to rectify the payment within two (2) working days.</p>			
<p>4. The RE Developer rectifies the proof of payment (for hydropower and ocean only)</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>4.1 If payment is rectified, HOEMD validates the proof of payment within one (1) working day</p>			<p>Chief, HOEMD</p>
	<p>4.1.1 If payment is valid, HOEMD conducts Technical Evaluation (Start of Day 1).</p>			
	<p>4.1.2 If payment is not valid, HOEMD notifies the RE Developer</p>			

	of the notice of disqualification			
	4.3. Concerned REMB Division conduct Technical Evaluation		5 calendar days	Chief, Concerned REMB Division Director, REMB
	<p>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 re-plotting 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).</p> <p>4.4.1 FS, LS, and/or ITMS conduct</p>		5 calendar Days	<p>Director, LS</p> <p>Director, FS</p> <p>Director, ITMS</p>

	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		2 calendar days	Chief, Concerned REMB Division Director, REMB
	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 submit rectified documents within fourteen (14) calendar days			
5. RE Developer submits the rectified application documents  <i>Note:</i>	5.1 Concerned REMB Division, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-		5 calendar days	Chief, Concerned REMB Division Director, REMB Director, LS

<i>If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	evaluations, and Area re-verification (whichever is applicable)			Director, FS  Director, ITMS
	5.2 Concerned REMB Division consolidates all the re-evaluation results		2 calendar days	Chief, Concerned REMB Division  Director, REMB
	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)			
	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 Memorandum to the Undersecretary		2 calendar days	Chief, RELSD  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			
	5.4.2 If disapproved, the Assistant Secretary returns to Concerned REMB Division for further action.			
	5.5 Undersecretary acts on the recommendation.		2 calendar days	Chief, Concerned REMB Division
			2 calendar days	Office of the Undersecretary

	5.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary			Chief, Concerned REMB Division
	5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.			
	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		1 calendar day	Chief, Concerned REMB Division
	5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action			
Total Number of Days			31 Calendar Days	



## Certificate of Registration for Own-Use

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

<p>2.4. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template</p> <p>For Private Property:</p> <p>a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property</p> <p>For Public Property:</p> <p>a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property</p> <p>b. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant</p>		<p>Annex “A” of DOE Advisory No. 3 dated 29 April 2023 (<a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a>)</p> <p>Annex “B” of DOE Advisory No. 3 dated 29 April 2023 (<a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a>)</p>		
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			Chief, Concerned REMB Division
	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.			
	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



<p><i>Note:</i></p> <p><i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>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</p> <p>2.1.2 If incomplete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission</p>			REMB Division
<p>3. Applicant pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, Concerned REMB Division validates the proof of payment within one (1) working day</p>	<p>Hydro, Geothermal, Solar and Wind</p> <p>PHP 11,600.00</p> <p>Biomass- 12,650.00</p>		Chief, Concerned REMB Division
	<p>3.1.2 If payment is valid, Concerned REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)</p>			
	<p>3.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer to rectify the payment within two (2) working days.</p>			
<p>4. The RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working</i></p>	<p>4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.</p>			Chief, Concerned REMB Division

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:  4.3.1 If compliant, the Concerned REMB Division endorses, thru the REMB Director, the approval to the LS for CSW; or  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		2 Calendar Days	Chief, Concerned REMB Division  Director, REMB

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

	Concerned REMB Division for further action.			
	<p>5.5 Undersecretary conducts CSW:</p> <p>5.5.1 If approved, the Undersecretary endorses to the Secretary for approval; or</p> <p>5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.</p>		2 Calendar Days	Office of the Undersecretary
	<p>5.6 The Secretary acts on the application:</p> <p>5.6.1 If approved, the Secretary signs the approval letter and Certificate of Registration (COR); or</p> <p>5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action.</p>		7 Calendar Days	Office of the Secretary
	5.7 Concerned REMB Division transmits to the RE Developer the signed letter and COR, or notifies the denial of application whichever is applicable		1 Calendar Day	Chief, Concerned REMB Division
<b>TOTAL</b>		<b>28 Calendar Days</b>		



## 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

<b>Office or Division:</b>	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)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	<p>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</p> <p>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.</p>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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

contract/agreement, reckoned from the date of its execution	
3. Revised Contract Area following the mapping requirements provided below:	
3.1 Mapping Requirements for Area Verification of RE Projects	
3.1.1 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).	<p>Provided by the Applicant</p> <p><i>Template maps are provided in the EVOSS Downloadable Forms</i></p>
3.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)	<p>Provided by the Applicant</p>
3.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)	<p>Provided by the Applicant</p> <p><i>Template forms are provided in the EVOSS Downloadable Forms</i></p>
<b>NOTES:</b>	
1. <b>Project Area/Site</b> – an RE project area/site subject to Area Verification.	<p>*- The following maps and forms could be accessed through EVOSS under Downloadable Forms (<a href="https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms">https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms</a>)</p> <p>Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
2. <b>Location/Sketch Map*</b> - 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.	
3. <b>TD_FORM.xls*</b> - 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. <b>Computation of Area</b> - 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.				
<i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i>				
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		None		
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*  *If not acted within three (3) working days, EVOSS System notify the RE Developer of the issuance of the Deemed Complete Certificate			Chief, Concerned REMB Division

	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 thru the EVOSS System the updated submission  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	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 and LS to conduct evaluations.			Chief, Concerned REMB Division
	3.1.1 If submission is complete, Concerned REMB Division and LS conducts technical and	None		



	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 and legal (if required) evaluations		5 Calendar Days	
	3.3 Concerned REMB Division consolidates the evaluation results		2 Calendar Days	
	3.3.1 If qualified, EVOSS System notifies the ITMS to prepare the Contract Area Map and Concerned REMB Division to draft the New RE Contract, and Memorandum to the Secretary recommending the award of the New RE Contract			Chief, Concerned REMB Division  Director, Legal Services
	3.3.2 If failed, Concerned REMB Division thru EVOSS notifies the RE Developer, and LS of the disapproval	None		

	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  <i>Chief, Concerned REMB Division</i>
	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			<i>Chief, Concerned REMB Division</i>
	3.8 Assistant Secretary acts on the recommendation		2 Calendar Days	Office of the Assistant Secretary
	3.8.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence			<i>Chief, Concerned REMB Division</i>
	3.8.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval			
	3.9 Undersecretary acts on the recommendation		2 Calendar Days	<i>Office of the Undersecretary</i>

	3.9.1 If concurred, Concerned REMB Division notifies thru EVOSS System the RE Developer to pre-sign the contract	None		Chief, Concerned REMB Division
	3.9.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval			
4. RE Developer pre-signs 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			Chief, Concerned REMB Division
	4.1.1. If RE Developer successfully pre-signed the contract, Concerned REMB Division endorsed the pre-signed RE Contract to the Secretary for consideration		1 Calendar Day	
	4.1.2 If RE Developer failed to pre-sign the RE Contract within the prescribed period of thirty (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	None	7 Calendar Days	Office of the Secretary
	4.2.1 If approved, Concerned REMB Division thru EVOSS uploads the copy of the New RE Contract		1 Calendar Day	<i>Chief, Concerned REMB Division</i>
	4.2.2 If disapproved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS and ITMS on the disapproval			
	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.			
<b>Total Number of Days</b>		<b>31 Calendar Days</b>		



# Renewable Energy Contract Application

<b>Office or Division:</b>	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)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. Legal Requirements</b>	
<p>If Individual or Proprietorship:</p> <ol style="list-style-type: none"> <li>1. Birth Certificate, passport or any valid government-issued identification card</li> <li>2. Current Business Permit</li> <li>3. Department of Trade and Industry (DTI) Registration (if applicable)</li> <li>4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)</li> </ol>	<p>Philippine Statistics Authority</p> <p>City/Municipal Government Department of Trade and Industry</p>
<p>If Corporation (Filipino- or Foreign-owned domestic corporation) / Joint Venture or Consortium (partners/members are Filipino corporations and/or the Joint Venture or Consortium is incorporated/registered in the Philippines) / Cooperative</p> <ol style="list-style-type: none"> <li>1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) which must be certified by Securities and</li> </ol>	<p>Securities and Exchange Commission</p> <p>Securities and Exchange Commission</p>

<p>Exchange Commission (SEC)</p> <ol style="list-style-type: none"> <li>2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE</li> <li>3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders which must be certified by SEC</li> <li>4. Current Business Permit</li> <li>5. Organizational Chart of the Company</li> </ol>	City/Municipal Government
<p>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)</p> <ol style="list-style-type: none"> <li>1. License to transact business in the Philippines secured from SEC which must include authority to engage in RE resource development</li> <li>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</li> </ol>	Securities and Exchange Commission
<p>If Local Government Unit</p> <ol style="list-style-type: none"> <li>1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE</li> </ol>	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	Department of Foreign Affairs
<b>B. Technical Requirements</b>	
<ol style="list-style-type: none"> <li>1. Work Program Gantt Chart with Narrative following the approved template</li> </ol>	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 Resource, if applicable	Provided by the Applicant
4. (For Solar and Biomass) Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template  <i>For Private Property:</i> a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property  <i>For Public Property:</i> 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	Annex "A" of DOE Advisory No. 3 dated 29 April 2023 ( <a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a> ) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 ( <a href="https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1">https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1</a> )
For Biomass Energy Only – Feasibility Study to include: a. Mass Energy Balance Diagram	Provided by the Applicant

<ul style="list-style-type: none"> <li>b. Site Development Plan</li> <li>c. Fuel Supply and Logistic Study</li> <li>d. Waste Analysis and Characterization Study (additional if MSW)</li> </ul>	
<p>For Solar Energy Only – Feasibility Study to include:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>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</li> </ul>	<p>Provided by the Applicant</p>



<p>markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</p> <p>d. Management Aspect - Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O &amp; M Contractor).</p> <p>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).</p>	
<b>C. Financial Requirements</b>	
<p>1. 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.</p>	Provided by the Applicant
<p>2. Bank certification to substantiate the cash balance in the Audited FS or unaudited FS</p>	Provided by the Applicant
<p>3. 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</p>	Provided by the Applicant

<p>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:</p> <ul style="list-style-type: none"> <li>a. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations</li> <li>b. Sworn Letter of Commitment from stockholders for additional equity/cash infusion</li> <li>c. Bank approved loan/credit line earmarked for the proposed operation</li> </ul>	
<p>4. For applicants with insufficient funds to finance the proposed operations:</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following: <ul style="list-style-type: none"> <li>i. Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or</li> </ul> </li> </ul>	<p>Provided by the Applicant</p>

<p>ii. Parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program/plan</p> <p>c. In case of domestic parent company, the Letter of Guaranty should be duly notarized.</p> <p>d. In case of foreign parent company or where the RE Applicant is a foreign corporation, the documents shall be duly authenticated or apostilled and with English translation</p>				
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	<p>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<sup>(*)</sup></p> <p>*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</p>			<p>Chief, Concerned REMB Division</p> <p>Chief, ITMS-ISD</p>
	1.1.1 If the submission is complete and			Chief, Concerned REMB Division

	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 Concerned REMB Division that the application is denied.			Chief, ITMS-ISD
2. Applicant resubmits the lacking documents  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 Concerned REMB Division checks the completeness of the submission, and ITMS-ISD validates the area applied for the RE Project within three (3) working days*  *If not acted upon by Concerned REMB Division			Chief, Concerned REMB Division  and Director, ITMS

	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; EVOSS notifies LS, FS and ITMS on the complete submission			Chief, Concerned REMB Division
	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 not valid, ITMS-ISD thru EVOSS notifies the Applicant and Concerned REMB Division that the application is denied.			Chief, ITMS-ISD

<p>3. Applicant pays thru the DOE Cashier or other modes of payment within five (5) working days</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day</p>	<p>Geothermal, Solar, and Wind - Application Fee – Php 11,600.00</p> <p>Processing Fee – Php 6.50 / hectare</p> <p>Hydro and Ocean – Application Fee – Php 1,000.00</p> <p>Processing Fee – Php 23,850.00</p> <p>Biomass – Application and Processing Fees – Php 12,650.00</p>		<p>Chief, Concerned REMB Division</p>
	<p>3.1.1 If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)</p>			
	<p>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.</p>			<p>Chief, Concerned REMB Division Chief, Concerned REMB Division</p>
<p>4. The Applicant rectifies the proof of payment</p>	<p>4.1 If payment is rectified, EVOSS notifies Concerned</p>			

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

	recommendation to the REMB Director.			
	<p>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</p> <p>4.3.2 If the application failed the evaluation, Concerned REMB Division thru EVOSS notifies the Applicant to rectify the submission within ten (10) working days.</p> <p><i>Note: If the applicant fails to rectify the submission within ten (10) working days, the application is deemed abandoned</i></p>			<p>Chief, Concerned REMB Division</p> <p>Director, REMB</p> <p>Director, ITMS</p>
5. Applicant rectifies the submission	5.1 EVOSS notifies Concerned REMB Division, LS, and FS on the submission, and start the simultaneous Technical, Legal, and Financial evaluations.		3 Calendar Days	<p>Chief, Concerned REMB Division,</p> <p>Director, REMB</p> <p>Director, LS</p> <p>Director, FS</p>
	5.2 Concerned REMB Division consolidates the Evaluation Result		2 Calendar Days	Chief, Concerned REMB Division



	and submit the recommendation to the REMB Director.			Director, REMB
	5.2.1 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		3 Calendar Days	Chief, Concerned REMB Division Director, ITMS
	5.2.2 If failed, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS, and ITMS on the disqualification.		3 Calendar Days	Chief, Concerned REMB Division
	5.3 LS concurrence on the recommendation		2 Calendar Days	Director, LS
	5.4 After LS concurred, Concerned REMB Division endorses the application to the Assistant Secretary and Undersecretary on the recommendation		2 Calendar Days	Chief, Concerned REMB Division
	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		2 Calendar Days 2 Calendar Days	Chief, Concerned REMB Division

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

	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
	<p>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</p> <p>Note: If applicant fails to pay the signing fee within fifteen (15) calendar days, RE application is deemed abandoned.</p>		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	<p>Biomass – Signing Fee – Php5.00/kW with installed capacity of 1MW and below; and Php50,000.00 if above 1MW</p> <p>Geothermal – Signing Fee – Php100.00/has.</p> <p>Solar – Signing Fee – Php5.00/kW</p> <p>Hydro – Signing Fee – Php5.00/kW</p> <p>Ocean – Signing Fee – Php100.00/has.</p> <p>Wind – Signing Fee – Php100.00/has.</p>		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

	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 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.			
<b>Total Number of Days</b>		<b>31 Calendar Days</b>		



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

<b>Office or Division:</b>	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)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Renewable Energy (RE) Developers that are fully compliant with material obligations stipulated in the RE Contract			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request from the RE Developer including the addressee of the endorsement.		Provided by the RE Developer		
2. Copy of proof of Payment of Signature Bonus (for newly awarded contracts only)		Provided by the RE Developer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. RE Developer chooses a RE Project from the List in EVOSS System associated to the Company		None		
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements  <i>Note: RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for issuance of endorsement letter/s</i>	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			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.			
	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 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.	None		Chief, Concerned REMB Division

	<p>3.1.1. If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1).</p> <p>Concerned REMB Division conducts the evaluation.</p>			
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



	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
	3.3.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval.			
	3.4. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
<b>Total Number of Days</b>		<b>5 Calendar Days</b>		



## 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

<b>Office of Division:</b>	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)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail</b>	RE Developer with valid RE Contract awarded under the RE Act abd are currently in Development and Commerical/Operational Stage	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. A duly accomplished and sworn application with emphasis on service record;		EVOSS
2. Endorsement from the RE Developer;		
3. Digital 2" X 2" (minimum 600x600 pixels) size pictures (any plain background color; dress code: with collar) taken not less than three (3) months at the time of application; and		Provided by Applicant
4. Proof of qualification (For new applicants only):		
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		

experience in occupational safety in the RE industry, and BOSH Training Certificate; and				
c. For DOLE Safety Practitioner: Valid Certificate of Accreditation				
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	<div>2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days</div> <div>*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</div>			Chief, Concerned REMB Division

	<p>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</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission.</p>			
<p>3. RE Developer submits thru the EVOSS system the updated application</p> <p>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</p>	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned</p>			<p><i>Chief, Concerned REMB Division</i></p>

	REMB Division of the issuance of Order of Payment within one (1) working day			
	<p>3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days</p>			
	3.1.2. If not complete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
<p>4. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within five (5) working days, the RE Developer will</i></p>	<p>4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment</p>	<p>Application Fee - Php 550.00</p>		<p><i>Chief, Concerned REMB Division</i></p>

<i>receive notification of deemed abandoned</i>	within one (1) working day			
	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.			
<p>5. RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been rectified.</p> <p>Concerned REMB Division validates the proof of payment within 1 working day.</p>			Chief, Concerned REMB Division
	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, the EVOSS notifies the RE Developer thru a system generated 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.		5 Calendar Days	
	5.3. Concerned REMB Division conducts Technical Evaluation			<i>Chief, Concerned REMB Division</i>
	5.3.1. If qualified, Concerned REMB Division endorses the Application to the REMB Director			
	5.3.2. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.4. REMB Director acts on the Application		5 Calendar Days	<i>Director, REMB</i>

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





## Revision of Work Program

<b>Office or Division:</b>	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)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	RE Developers with valid RE Contracts awarded under the RE Act			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request with justification from the RE Developer addressed to REMB Director		Provided by applicant		
2. Revised Work Program following the prescribed template in Annex I of DC2019-10-0013 with Narrative.				
3. Accomplishment Report vis-à-vis Work Program				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company		None		
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 <i>three (3) working days</i>  * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS and FS to conduct evaluations.			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	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.</p>	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			

	<p>thru EVOSS notifies the RE Developer to update the submission</p> <p>*The process continues until such time that the RE Developer submits the complete documents.</p>			
	3.2. 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	<p><i>Chief, Concerned REMB Division</i></p> <p><i>Director, REMB</i></p> <p><i>Director, LS</i></p> <p><i>Director, FS</i></p>
	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	<p><i>Chief, Concerned REMB Division</i></p> <p><i>Director, REMB</i></p>

<p>4. RE Developer submits thru the EVOSS system the rectified application documents</p> <p><i>Note:</i></p> <p><i>If failure to rectify within 14 calendar days, the RE Developer will receive notification of disqualification</i></p>	<p>4.1. EVOSS notifies Concerned REMB Division thru a system generated email that application has been rectified.</p> <p>Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable</p>		2 Calendar days	<p><i>Chief, Concerned REMB Division Director, REMB Director, LS Director FS</i></p>
	4.1.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary			<p><i>Chief Concerned REMB Division Director, REMB</i></p>
	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			
	4.2. LS concurs on the recommendation of REMB		2 Calendar days	<i>Director, Legal Services</i>
	4.3. Assistant Secretary acts on the recommendation			<i>Office of the Assistant Secretary</i>
	4.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	None	2 Calendar days	<p><i>Chief, Concerned REMB Division</i></p>
	4.3.2. If disapproved, Concerned			

	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	<i>Office of the Undersecretary</i>
	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 Work Program		1 Calendar day	<i>Chief, Concerned REMB Division</i>
	4.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
<b>Total Number of Days</b>		<b>16 Calendar Days</b>		



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

<b>Office or Division:</b>	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)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Registered RE Developer <i>Pursuant to Section 15(b) of RA 9513, within the first ten (10) years upon the issuance of a Certification of Registration</i>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Form and sworn to by a duly authorized officer of the Applicant before a Notary Public		EVOSS		
2. Board of Investment (BOI) Certificate of Registration		Board of Investment		
3. Pro forma Invoice		Provided by applicant		
4. Computation of Estimated Duties to be waived				
5. Technical Data Specification				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 <i>three (3) working days</i>  * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned			<i>Chief, Concerned REMB Division</i>

	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 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 of the issuance of Order of Payment within one (1) working day			
	3.1.1. If the submission is complete, the Concerned REMB Division uploads the copy			Chief, Concerned REMB Division

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



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

	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	<i>Director, Legal Services</i> <i>Chief, RELSD</i>
	5.4. Assistant Secretary acts on the recommendation.		3 Calendar days	<i>Office of the Assistant Secretary</i>
	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 disapproval.			
	5.5. Undersecretary acts on the recommendation.		3 Calendar days	<i>Office of the Undersecretary</i>
	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.			

	5.6. Concerned REMB Division endorses the COE-DFIC to REMB Director for signature		5 Calendar days	<i>Chief, Concerned REMB Division  Director, REMB</i>
	5.6.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer on the approval and uploads a copy of the approved COE-DFIC.		1 Calendar day	<i>Chief, Concerned REMB Division</i>
	5.6.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval			
	5.7. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
<b>Total Number of Days</b>			<b>22 Calendar Days</b>	



## Assignment/Transfer of Renewable Energy Service Contract

<b>Office or Division:</b>	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)		
<b>Classification:</b>	Highly Technical Transaction		
<b>Type of Transaction:</b>	Government to Business		
<b>Who may avail:</b>	Registered RE Developer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application letter addressed to the REMB Director		Provided by applicant	
2. Approved/Notarized Deed of Assignment			
3. Assignee’s Articles of Incorporation and By-Laws		Securities and Exchange Commission	
4. Assignee’s Latest General Information Sheet (GIS) stamped - received by the SEC			
5. Assignee’s Valid Business Permit		Concerned Local Government Unit/s (Mayor’s Office)	
6. Assignee’s Corporate structure and name of the officers of the assignee company		Provided by applicant	
7. Assignee’s List of Technical Consultants			
8. Assignee’s Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE			
9. Guarantee in writing by the Assignor to the DOE on the performance of the assigned obligations as mandated under Section 22(ii) of Department Circular No. DC2009-07-0011			
10. Accomplishment Report of the Assignor vis-à-vis work and financial commitments under the approved Work Program/Plan			

11. Assignee's Financial Documents: <ul style="list-style-type: none"> <li>a. Audited Financial Statement for the last two (2) years;</li> <li>b. Current Unaudited Financial Statement;</li> <li>c. Current Bank Certificate; and</li> <li>d. Projected Cash Flow Statement for 2 years</li> </ul>				
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 <i>three (3) working days</i>  * 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			<i>Chief, Concerned REMB Division</i>
	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 re-submits thru the EVOSS system the set of documentary requirements	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* 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</p>			Chief, Concerned REMB Division
	<p>3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days</p>			

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

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



	5.3. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action		2 Calendar days	Chief, Concerned REMB Division Director, REMB
	5.3.1. If qualified, Concerned REMB Division endorses thru REMB Director the recommendation 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 submits thru the EVOSS system the rectified application documents  <i>Note:</i>  <i>If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	6.1. EVOSS notifies Concerned REMB Division, LS and FS thru a system generated email that the application has been rectified.  Concerned REMB Division, LS and FS conduct simultaneous Technical, Legal, and Financial re-evaluations		5 Calendar days	Chief, Concerned REMB Division Director, REMB Director, LS Director, FS
	6.2. Concerned REMB Division consolidates all the re-evaluation results		2 Calendar days	Chief, Concerned REMB Division Director, REMB
	6.2.1. If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Secretary,			

	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	<i>Chief, RELSD Director, LS</i>
	6.4. Assistant Secretary acts on the recommendation.		2 Calendar days	<i>Office of the Assistant Secretary</i>
	6.4.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary			<i>Chief, Concerned REMB Division</i>
	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			
	6.5. Undersecretary acts on the recommendation.		2 Calendar days	<i>Office of the Undersecretary</i>
	6.5.1. If approved, Concerned REMB Division endorses the			<i>Chief, Concerned REMB Division</i>

	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 the recommendation		7 Calendar days	<i>Office of the Secretary</i>
	6.6.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.		2 Calendar days	<i>Chief, Concerned REMB Division</i>
	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			

	issuance of the Deemed Approved Certificate			
<b>Total Number of Days</b>		<b>31 Calendar Days</b>		



## Request for Reinstatement of RE Contract

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:	As per Section 32 of DC2019-10-0013, Renewable Energy (RE) Developer/s whose RE Contract was terminated may file a request for reconsideration within ten (10) working days from the receipt of notice.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Motion for Reconsideration* from the applicant addressed to REMB Director			RE Developer	
2. Supporting documents to the justification on grounds for termination <i>*Complete documents must be filed within ten (10) working days from the applicant’s receipt of notice of termination</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in EVOSS associated to the Company		None		
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 three (3) working days, EVOSS System generates a	None		Chief, Concerned REMB Division

	Deemed Complete 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 DOE 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	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS, and FS to conduct evaluations.</p>			Chief, Concerned REMB Division
	3.1.1. If submission is complete, EVOSS creates the deliverables and sets DOE time to	None		

	START (Start of 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 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	<i>Chief, Concerned REMB Division</i>  <i>Director, REMB</i>  <i>Director, LS</i>  <i>Director, FS</i>
	3.1.4. Concerned REMB Division consolidates the results of evaluation			
	3.1.5. If qualified, Concerned REMB Division thru the REMB Director endorses the recommendation to the LS Director for concurrence		5 Calendar Days	<i>Chief, Concerned REMB Division</i>  <i>Director, REMB</i>
	3.1.6. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of application			
	3.2. LS concurs on the recommendation		3 Calendar Days	<i>Director, LS</i>

	3.3. Assistant Secretary acts on the recommendation			<i>Office of the Assistant Secretary</i>
	3.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	None	3 Calendar Days	<i>Chief, Concerned REMB Division</i>
	3.3.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Application			
	3.4. Undersecretary acts on the recommendation		3 Calendar Days	<i>Office of the Undersecretary</i>
	3.4.1. If approved, Concerned REMB Division endorses the recommendation to the Secretary			<i>Chief, Concerned REMB Division</i>
	3.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Application			
	3.5. Secretary acts on the recommendation		5 Calendar Days	<i>Office of the Secretary</i>



	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		2 Calendar Days	Chief, Concerned REMB Division
	3.5.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of Application			
	3.6. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate	None		
<b>Total Number of Days</b>		<b>31 Calendar Days</b>		



## 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.

<b>Office or Division:</b>	Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who may avail:</b>	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the Department Circular No. DC2019-10-0013
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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  <i>Template maps are provided in the EVOSS Downloadable Forms</i>
2.1.2 Photocopy of PRC Card & Professional Tax Receipt of the	Provided by the Applicant

geodetic engineer (validity should cover the date of map preparation)				
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:				
1. <b>Project Area/Site</b> – an RE project area/site subject to Area Verification.		* - The following maps and forms could be accessed through EVOSS under Downloadable Forms ( <a href="https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms">https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms</a> )  Sample Map 1 – Blocking  Sample Map 2 – Non-Blocking  Sample Map 3 – Hydro Power Project  TD_FORM.xls		
2. <b>Location/Sketch Map*</b> - 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.				
3. <b>TD_FORM.xls*</b> - 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. <b>Computation of Area</b> - 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.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If Applicant has no account in the EVOSS, request for account thru Concerned REMB Division	1.1 Concerned REMB 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			Chief, ITMS-ISD
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)	None		
	2.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the Applicant on the incomplete submission or for rectification.			
3. Applicant submits thru the EVOSS System the updated application	3.1 ITMS-ISD checks the completeness and consistency of the submission within three (3) working days*	None		Chief, ITMS-ISD
<p><i>Note:</i></p> <p><i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.</p>			
	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		14 working days	Chief, ITMS-ISD Director, ITMS and Chief, Concerned REMB Division
	3.2.1 If qualified, ITMS-thru EVOSS endorses the area verification result to Concerned REMB Division for clearance.			
	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)			
	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			
<b>Total Number of Days</b>		<b>17 Working Days</b>		



## Transition from Pre-Development to Development Stage

<b>Office or Division:</b>	Hydropower and Ocean Energy Management Division (HOEMD), Geothermal Energy Management Division (GEMD), and Solar and Wind Energy Management Division (SWEMD)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Renewable Energy (Hydro, Ocean, Geothermal, Solar <sup>1</sup> , and Wind) Developers with valid Service Contracts
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of DOC indicating the capacity of the project in megawatt (MW) and megawatt peak (MWP), if solar.	
2. Gantt Chart of the initial 5-Year Work Plan with Narrative following an approved template (Annex I-1 of the DC2019- 10-0013)	Annex I of the Department Circular No. DC2019-10-0013  <a href="https://www.doe.gov.ph/sites/default/files/pdf/isuances/dc2019-10-0013-annex-i.PDF">https://www.doe.gov.ph/sites/default/files/pdf/isuances/dc2019-10-0013-annex-i.PDF</a>
3. Map of the Production Area following the mapping requirements provided below:	
3.1 Mapping Requirements for Area Verification of RE Projects	
3.1.1 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 RE Developer  <i>Template maps are provided in the EVOSS Downloadable Forms</i>

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 geographic coordinates of all boundary corners (except for Hydropower Application)	Provided by the RE Developer  <i>Template forms are provided in the EVOSS Downloadable Forms</i>
<b>NOTES:</b>	
1. <b>Project Area/Site</b> – an RE project area/site subject to Area Verification.	<p>* - The following maps and forms could be accessed through EVOSS under Downloadable Forms (<a href="https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms">https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms</a>)</p> <p>Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
2. <b>Location/Sketch Map*</b> - 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.	
3. <b>TD_FORM.xls*</b> - 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. <b>Computation of Area</b> - 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.	
<i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i>	

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



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	

<sup>1</sup> 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		None		
2. RE Developer submits thru the EVOSS System the complete documentary requirements	<p>2.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p><i>*If not acted within three (3) working</i></p>			Chief, Concerned REMB Division

	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			
<p>3. RE Developer submits thru the EVOSS System the updated submission</p> <p><i>Note:</i>  <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>3.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* 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.</p>			

	3.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)	None		
	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			
	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	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i> <i>Director, LS,</i> <i>Director, ITMS</i>
	3.3 Concerned REMB Division consolidates all the evaluation results			<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i>

	<p>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.</p> <p>EVOSS system notifies ITMS to prepare the Production Area Map.</p>	None	2 Calendar Days	<i>Director, ITMS</i>
	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.			
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.	None	5 Calendar Days	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i> <i>Director, LS,</i> <i>Director, ITMS</i>
	4.2 Concerned REMB Division consolidates the evaluation results		2 Calendar Days	<i>Chief, Concerned REMB Division</i>
	4.2.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the			<i>Chief, Concerned REMB Division</i> <i>Director, REMB,</i>

	<p>memorandum for the Secretary thru the REMB Director on the approval of the application.</p> <p>EVOSS system notifies ITMS to prepare the Production Area Map.</p>			<i>Director, ITMS</i>
	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	<i>Chief, Concerned REMB Division</i>  <i>Director, LS</i>
	5.4 After LS concurred, Concerned REMB Division endorses the application to the Assistant Secretary and Undersecretary on the recommendation			
	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			<i>Chief, Concerned REMB Division</i>

	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			<i>Chief, Concerned REMB Division</i>
	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	<i>Chief, Concerned REMB Division</i>
	5.7.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			

	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	<i>Chief, Concerned REMB Division</i>
	5.9 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.			
<b>Total Number of Days</b>		<b>31 Calendar Days</b>		



## 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).

Office or Division:	Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who may avail:	Registered RE Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request of the RE Developer		Provided by applicant		
2. Endorsement from Local and Regional or National PNP (Destination)		Local and Regional or National PNP		
3. Inventory of Blasting Magazine		Provided by applicant		
4. Contract between Blasting Contractor and RE Developer				
5. Blasting Scheme/Design				
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 <i>three (3) working days</i>  * 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			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.  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 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 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
	3.1.1. If the re-submission is complete, the Concerned			Chief, Concerned REMB Division

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

	payment within two (2) working days.			
<p>5. RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day.</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).</p>			
	<p>5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification</p>			
	<p>5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division conducts technical evaluation.</p>		<p>3 Calendar days</p>	<p><i>Chief, Concerned REMB Division Director, REMB</i></p>

	5.2.1. If qualified, Concerned REMB Division thru EVOSS notifies the Legal Services (LS) to proceed with the evaluation			
	5.2.2. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.3. LS conducts the legal evaluation		4 Calendar days	<i>Chief, RELSD</i> <i>Director, LS</i>
	5.3.1. If passed the legal evaluation, LS endorses the application to Concerned REMB Division for further processing			
	5.3.2. If failed the legal evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer and LS of the disapproval			
	5.4. REMB Director acts on the Application		3 Calendar days	<i>Director, REMB</i>
	5.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the approved		1 Calendar day	<i>Chief,</i> <i>Concerned</i> <i>REMB Division</i>

	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			
<b>Total Number of Days</b>			<b>11 Calendar Days</b>	



# **GEOHERMAL 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 Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Geothermal Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from the Applicant		Provided by Applicant		
2. Drilling Prognosis/ Drilling Timeline				
3. Drilling Objective, Drilling Program and Drilling Summary, Geologic Information, Well Location, Well Data/Profile				
4. Duly Accomplished NID Form		EVOSS Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a Geothermal Project from the List in EVOSS associated to the Company		None		
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.			Chief, REMB-GEMD

	2.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to START (Day 1)	None		
	2.1.2. If submission is incomplete, REMB-GEMD thru EVOSS notifies the Applicant to update the submission			
3. RE Developer submits the updated application	<p>3.1. REMB-GEMD checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation.</p>			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	None	6 Calendar Days	<i>Chief, REMB-GEMD</i>
	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 Developer of the disqualification of application			
	3.3. REMB Director acts on the Application		3 Calendar Days	<i>Director, REMB</i>
	3.3.1. If REMB Director approved the application, REMB-GEMD uploads thru the EVOSS a copy of the Approved Application		1 Calendar Day	<i>Chief, REMB-GEMD</i>
	3.3.2. If REMB Director disapproved the application, EVOSS notifies the RE Developer of the disapproval			

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



## BIOMASS ENERGY MANAGEMENT DIVISION (BEMD)

### PROCESSES

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

<b>Office or Division:</b>	Renewable Energy Management Bureau (REMB) - Biomass Energy Management Division (BEMD)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government to Business		
<b>Who may avail:</b>	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1.	Duly accomplished DOE application form	Provided by Applicant	
2.	Letter of Intent to supply a volume of biofuel	Provided by Applicant	
3.	Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan	Provided by Applicant	
4.	Completion of DOE's on-site validation/inspection of the project/facility	DOE-REMB-BEMD	
5.	Certified true copy of Registration with the Securities and Exchange Commission (SEC), Philippine Economic Zone Authority (PEZA), Cooperative Development Authority (CDA) and/or the DTI, as applicable	Concerned National Government Agency	
6.	Certification Precondition from National Commission on Indigenous People (NCIP) for ancestral domains/lands, as applicable	Concerned National Commission on Indigenous People (NCIP) Regional Office	
7.	Developer's Profile	Provided by Applicant	
8.	Department of Agriculture (DA) Certification as specified in Chapter II of JAO 2008-1, Series of 2008, as applicable	Department of Agriculture (DA)	
9.	Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable	- SRA for bioethanol production - PCA for biodiesel production	

10. 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	Department of Environment and Natural Resources (DENR)			
11. 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 applicable	Department of Agrarian Reform (DAR)			
12. Environmental Compliance Certificate (ECC) from DENR	DENR – Energy Management Bureau (EMB) Regional Office			
13. Local Government Unit (LGU) Clearance and Locational Clearance	Concerned LGU			
14. Secretary's Certificate	Provided by the Applicant			
15. Proof of Payment of filing fees	Provided by the Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.			Chief, BEMD
	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 is incomplete, BEMD notifies the Applicant of			

	the incomplete submission.			
<p>2. Applicant re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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 application due to incomplete submission.			
<p>3. Applicant pays thru the DOE Cashier or other modes of payment</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will</i></p>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the Applicant that the			

receive notification of deemed abandoned.	payment has 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 the proof of payment  <i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i>	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.  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.		1 Calendar Day	
	4.2.2 If technically and legally qualified, BEMD informs Applicant to set the schedule of conduct for on-site validation/inspection.			
	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: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	5.1 BEMD and/or LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS  Chief, BEMD
	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  <i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection.		1 Calendar Day	Chief, BEMD
	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  <i>Note:</i>	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

<i>If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	approval of the REMB Director.			
	7.2 REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.		2 Calendar Days	Director, REMB  Chief, BEMD
	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 returns to BEMD for further action.			
	7.3 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.		2 Calendar Days	Director, LS  Chief, BEMD
	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 the Applicant.			Assistant Secretary  Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.		2 Calendar Days	
	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 the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.			Office of the Secretary  Chief, BEMD
	7.6.1 If approved, BEMD notifies the Applicant of the Approved Certificate of Accreditation (COA) (for Construction).		7 Calendar Days	
	7.6.2 If not approved, Secretary returns to BEMD for further action.			
	7.8 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD

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

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



## 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 Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	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 SECURE		
1. Duly accomplished DOE application form		Provided by Applicant		
2. Letter of Intent		Provided by Applicant		
3. Rated production capacity in million liters per year		Provided by Applicant		
4. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced		DOE-REMB-BEMD		
5. Product compliance with the Philippine National Standards (PNS)		DOE-Energy Research and Testing Laboratory Services		
6. Program of Quality Management System (QMS)		Provided by Applicant		
7. Distribution networks and authorized distributors, if any		Provided by Applicant		
8. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable - Environmental Compliance Certificate		<ul style="list-style-type: none"> <li>- Concerned LGU</li> <li>- SRA for bioethanol production</li> <li>- PCA for biodiesel production</li> <li>- Department of Environment and Natural Resources (DENR)</li> </ul>		
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
1. Applicant submits the complete set of requirements for the	1.1 BEMD checks the completeness and consistency of the			Chief, BEMD

application thru DOE-Records Management Division (RMD) or REMB Email	submission within three (3) working days.			Chief, RMD
	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 is incomplete, BEMD notifies the Applicant of the incomplete submission.			
2. Applicant re- submits the updated documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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 application due to			



	incomplete submission.			
3. Applicant pays thru the DOE Cashier or other modes of payment  <i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).  Legal Services (LS) conducts Legal evaluation.		3 Calendar Days	
	3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.			
4. Applicant rectifies the proof of payment  <i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i>	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).  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. Applicant submits the rectified documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	5.1 LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS  Chief, BEMD
	5.1.1 If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.			
	5.1.2 If not qualified, BEMD notifies the Applicant of the disqualification (End of Process).			
6. Applicant sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling  <i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Days	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
7. Applicant submits the biofuel product sample drawn, monitoring form and certificates of	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample		1 Calendar Day	Chief, BEMD

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

	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.		2 Calendar Days	Director, REMB  Chief, BEMD
	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 further action.			
	7.5 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.		2 Calendar Days	Director, LS  Chief, BEMD
	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.			

	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.		2 Calendar Days	Assistant Secretary  Chief, BEMD
	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.			
	7.7 Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.		2 Calendar Days	Undersecretary  Chief, BEMD
	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			

	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 Calendar Days	Office of the Secretary  Chief, BEMD
	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 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  <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the Applicant on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations).		1 Calendar Day	
	8.1.2 If not acceptable, BEMD notifies the Applicant of the			

	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
<i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	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).				
<b>Total Number of Days</b>		<b>29 Calendar Days</b>		



## 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".

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	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 SECURE		
1.	Duly accomplished DOE application form	Provided by Applicant		
2.	Letter of Intent to renew the Certificate of Accreditation	Provided by Applicant		
3.	Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD		
4.	Proof of compliance with the Philippine National Standards (PNS)	DOE-Energy Research and Testing Laboratory Services		
5.	Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office		
6.	Updated distribution networks and authorized distributors, if any	Provided by Applicant		
7.	Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable	<ul style="list-style-type: none"> <li>- Concerned LGU</li> <li>- SRA for bioethanol production</li> <li>- PCA for biodiesel production</li> </ul>		
8.	Secretary's Certificate	Provided by Applicant		
9.	Proof of Payment of filing 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	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			Chief, BEMD  Chief, RMD



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 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-submits the updated documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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 application due to incomplete submission.			
3. RE Developer pays thru the DOE	3.1 If payment has been made, BEMD validates	Applicati on Fee -		Chief, BEMD

Cashier or other modes of payment  <i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i>	the proof of payment within one (1) working day.	Php 9,200.00		
	3.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).  Legal Services (LS) conducts Legal evaluation.		3 Calendar Days	
	3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.			
4. RE Developer rectifies the proof of payment  <i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i>	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).  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 submits the rectified	5.1 LS re-evaluates the RE Developer's rectified submission.		3 Calendar Days	Director, LS Chief,

documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	5.1.1 If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.			BEMD
	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 conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
6. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling  <i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.			Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample		1 Calendar Day	Chief, BEMD

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

	(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 further action.			
	7.5 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.		2 Calendar Days	Director, LS  Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.			
	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.		2 Calendar Days	Undersecretary  Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) 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 Accreditation (COA) (Renewal) of the RE Developer.		7 Calendar Days	Office of the Secretary  Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved Certificate			

	of Accreditation (COA) (Renewal).			
	7.8.2 If disapproved, Secretary returns to BEMD for further action.			
	7.9 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD
8. RE Developer submits the duly signed and notarized Annex A  <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (Renewal).		1 Calendar Day	
	8.1.2 If not acceptable, BEMD notifies the Applicant of the incomplete submission.			
9. RE Developer submits the rectified Annex A  <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	9.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
	9.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (Renewal).			
	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 Accreditation (COA) (Renewal).				
<b>Total Number of Days</b>		<b>29 Calendar Days</b>		





## 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".

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Business	
<b>Who may avail:</b>	A duly accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished DOE application form	Provided by Applicant	
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation	Provided by Applicant	
3. Completion of DOE’s on-site validation/inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD	
4. Proof of compliance with the Philippine National Standards (PNS)	DOE- Energy Research and Testing Laboratory Services	
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office	
6. Updated distribution networks and authorized distributors, if any	Provided by Applicant	
7. Updated local government licenses and permits	Concerned LGU	
8. Corresponding material and energy balance diagram and computations (if increase of capacity due to optimization of capacity)	Provided by the Applicant	
9. Corresponding amended Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock)	- SRA for bioethanol production - PCA for biodiesel production	
10. Technical Study (if change in the process flow technology)	Provided by the Applicant	
11. Secretary’s Certificate	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
1. RE Developer 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.			Chief, BEMD  Chief, RMD
	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.			
	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.  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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.			
	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.			
<p>3. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days</p> <p><i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	<p>3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>		3 Calendar Days	
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
<p>4. RE Developer rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	<p>4.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	4.1.2 If payment is not valid,			

	BEMD notifies the RE Developers of the disqualification (End of Process).			
5. RE Developer submits the rectified documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	5.1 LS re-evaluates the RE Developers' rectified submission.		3 Calendar Days	Director, LS  Chief, BEMD
	5.1.1 If qualified, BEMD informs the RE Developers to set the schedule of conduct of on-site validation/inspection and biofuel product 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 schedule of conduct for on-site validation/inspection and biofuel product sampling.			Chief, BEMD
6. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling  <i>Note: If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD

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

	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.		2 Calendar Days	Director, REMB  Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.			
	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.		2 Calendar Days	Director, LS  Chief, BEMD
	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.			

	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.		2 Calendar Days	Assistant Secretary  Chief, BEMD
	7.6.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) 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 Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Undersecretary  Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) 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 Amendment of Certificate of Accreditation (COA) of the RE Developer.		7 Calendar Days	Office of the Secretary  Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved 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 (Terms & Conditions).		1 Calendar Day	Chief, BEMD
8. Applicant submits the duly signed and notarized Annex A  <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		1 Calendar Day	
	8.1.2 If not acceptable BEMD notifies the RE Developer of the incomplete submission.			



<p>9. RE Developer submits the rectified Annex A</p> <p><i>Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	9.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
	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).				
<b>Total Number of Days</b>		<b>29 Calendar Days</b>		



## 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".

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government to Business		
<b>Who may avail:</b>	A duly-accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Duly accomplished DOE application form	Provided by Applicant		
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation	Provided by Applicant		
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office		
4. Updated distribution networks and authorized distributors, if any	Provided by Applicant		
5. Updated local government licenses and permits <ul style="list-style-type: none"><li>- Certified true copy of Certificate of Registration with the Securities and Exchange Commission (SEC)</li><li>- Business Permit</li><li>- Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable</li><li>- Bureau of Internal Revenue (BIR) Registration</li><li>- Environmental Compliance Certificate</li></ul>	Concerned LGU/ National Government Agency		
6. Deed of Assignment/Absolute Sale/Written Document which unequivocally shows the agreement of the parties thereat on the ownership of the facility	Provided by Applicant		
7. Updated General Information Sheet (GIS)	Provided by Applicant		
8. Secretary's Certificate	Provided by Applicant		
9. Proof of Payment of filing fees	Provided by Applicant		

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer 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.			Chief, BEMD  Chief, RMD
	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.			
	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  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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.			

	2.1.2 If the re-submission is incomplete, BEMD notifies the RE Developer 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) working days  <i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i>	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		Chief, BEMD
	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 evaluation.		5 Calendar Days	
	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.  <i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i>	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 RE Developer that the payment has been validated (Start of Day 1).			

	Legal Services (LS) conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).			
5. RE Developer submits the rectified documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	5.1 LS re-evaluates the RE Developers' rectified submission.		3 Calendar Days	Director, LS  Chief, BEMD
	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	
	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.		2 Calendar Days	Director, REMB  Chief, BEMD
	5.2.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA)			

	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.		2 Calendar Days	Director, LS  Chief, BEMD
	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.			
	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.		2 Calendar Days	Assistant Secretary  Chief, BEMD
	5.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer			

	to the Undersecretary.			
	5.4.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	5.5 Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.			
	5.5.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.			
	5.5.2 If not approved, Undersecretary returns to BEMD for further action.			
	5.6 Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer			
	5.6.1 If approved, BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).			
	5.6.2 If not approved, Secretary returns to			
			2 Calendar Days	Undersecretary Chief, BEMD
			7 Calendar Days	Office of the Secretary Chief, BEMD

	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  <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	6.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	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	
	6.1.2 If not acceptable BEMD notifies the RE Developer of the incomplete submission.			
7. RE Developer submits the rectified Annex A  <i>Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	7.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
	7.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).			
	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".

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.	Duly accomplished DOE application form	Provided by Applicant		
2.	Letter of Intent	Provided by Applicant		
3.	Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI)	Concerned LGU/ National Government Agency		
4.	Business and Mayor's Permit	Concerned LGU		
5.	Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product	Concerned Accredited Biofuel Producer		
6.	Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD		
7.	Proof of compliance with the Philippine National Standards (PNS)	DOE- Energy Research and Testing Laboratory Services		
8.	Registration certificates, certifications and other clearances as may be required by other government entities	Concerned LGU/ National Government Agency		
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
1. Applicant 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.			Chief, BEMD  Chief, RMD

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 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-submits the updated documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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 application due to incomplete submission.			
3. Applicant pays thru the DOE Cashier or other modes of payment  <i>Note: If failure to pay within five (5) working days, the Applicant will</i>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been			

receive notification of deemed abandoned.	validated (Start of Day 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) working days.			
4. Applicant rectifies the proof of payment  <i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i>	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).			
	4.2 Upon complete submission and payment of processing fee, LS conducts Legal evaluation.		3 Calendar Days	Director, LS  Chief, BEMD
	4.2.1 If legally qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection and biofuel product sampling			
	4.2.2 If LS deferred the submission, BEMD notifies the RE			

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

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

	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	
	7.4.1 If approved, BEMD endorses Recommended Issuance 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.			
	7.5 LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Director, LS  Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance 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 action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Assistant Secretary  Chief, BEMD

	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.		2 Calendar Days	Undersecretary  Chief, BEMD
	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.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 Calendar Days	Office of the Secretary  Chief, BEMD
	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.			



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

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.	Duly accomplished DOE application form	Provided by Applicant		
2.	Letter of Intent	Provided by Applicant		
3.	Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI)	Concerned LGU/ National Government Agency		
4.	Business and Mayor's Permit	Concerned LGU		
5.	Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product	Concerned Accredited Biofuel Producer		
6.	Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD		
7.	Proof of compliance with the Philippine National Standards (PNS)	DOE- Energy Research and Testing Laboratory Services		
8.	Registration certificates, certifications and other clearances as may be required by other government entities	Concerned LGU/ National Government Agency		
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
1. 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.*			Chief, BEMD  Chief, RMD

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 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-submits the updated documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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.			
	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 thru the DOE Cashier or other modes of payment  <i>Note: If failure to pay within five (5) working days, the Applicant will</i>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Applicati on Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).			

<i>receive notification of deemed abandoned.</i>	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 rectifies the proof of payment  <i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i>	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 RE Developer 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 RE Developer of the disqualification (End of Process).			
	4.2 Upon complete submission and payment of processing fee, LS conducts Legal evaluation.		3 Calendar Days	Director, LS
	4.2.1 If legally qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection and biofuel virtual product sampling			Chief, 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 documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	5.1 LS re-evaluates the RE Developer's rectified submission.		3 Calendar Days	Director, LS
	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.			Chief, BEMD
	5.1.2 If not legally qualified with the re-evaluation, BEMD notifies the RE Developer on the disqualification (End of Process).			
6. RE Developer sets and coordinates with BEMD for the schedules of on-site validation / inspection of the facility and virtual biofuel product sampling  <i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD

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

	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.		2 Calendar Days	Director, REMB  Chief, BEMD
	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.			
	7.5 LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Director, LS  Chief, BEMD
	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 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

	7.6.1 If approved, BEMD endorses the Recommended Issuance of Renewal 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 Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Undersecretary  Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance 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.			
	7.8 Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 Calendar Days	Office of the Secretary  Chief, BEMD
	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.			



	7.9 BEMD transmits the copy of the Annex A (Terms & Conditions)		1 Calendar Day	Chief, BEMD
8. RE Developer uploads the duly signed and notarized Annex A  <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.		1 Calendar Day	
	8.1.2 If not acceptable BEMD notifies the Applicant of the incomplete submission.			
9. RE Developer submits the duly signed and notarized Annex A  <i>Note: If failure to upload within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	9.1 BEMD acts on the uploaded rectified document within one (1) working day.			Chief, BEMD
	9.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.			
	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.				
Total Number of Days			30 Calendar Days	



## 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.”

<b>Office or Division:</b>	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	An accredited biofuel producer intending to be registered as an RE Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Provided by Applicant		
2. Duly accomplished DOE application form		Provided by DOE-REMB-BEMD		
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year		Concerned Revenue District Office		
4. Updated distribution networks and authorized distributors, if any		Provided by Applicant		
5. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable		- Concerned LGU - SRA for bioethanol production - PCA for biodiesel production		
6. Proof of compliance with the Philippine National Standards (PNS)		- DOE- Energy Research and Testing Laboratory Services		
7. Proof of Payment of filing fees		- Provided by Applicant		
8. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced		- DOE-REMB-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.			Chief, BEMD
	1.1.1 If the submission is complete, BEMD			

Division (RMD) or 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-submits the updated documentary requirements  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	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 application due to incomplete submission.			
3. RE Developer pays thru the DOE Cashier or other modes of payment  <i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 12,650.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		3 Calendar Days	

	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  <i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i>	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).			
5. RE Developer submits the rectified documentary requirements  <i>Note: If failure to rectify within ten (10) working days, the Applicant will</i>	5.1 LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS  Chief, BEMD
	5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection			

receive notification of deemed abandoned.	and biofuel product sampling.			
	5.1.2 If not qualified with the re-evaluation, BEMD notifies the RE Developer on the disqualification (End of Process).			
6. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling  <i>Note: If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality  <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	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	Chief, BEMD
	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	
	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Director, REMB
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to LS.			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 Certificate of Registration (COR) as Biofuel Producer.		2 Calendar Days	Director, LS  Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer to the Assistant Secretary.			
	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 Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Assistant Secretary  Chief, BEMD
	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.			
	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 Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Undersecretary  Chief, BEMD
	7.7.1 If approved, BEMD endorses the			

	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.				
<b>Total Number of Days</b>		<b>28 Calendar Days</b>		





## 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

<b>Office or Division:</b>	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (LOI) Addressed to REMB Director		Template LOI Letter (Annex H of the Department Circular No. DC2019-10-0013)		
2. 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 TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant chooses a Project from the List in EVOSS associated to the Company		None		
2. Applicant submits thru the EVOSS system the complete application documents	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

	2.1.2 If submission is incomplete, REMB-BEMD notifies the Applicant thru the EVOSS System to update the submission			REMB-BEMD
3. Applicant submits thru the EVOSS system the updated submission  Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	3.1 REMB-BEMD 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-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 prepares the acknowledgement letter indicating the schedule of briefing/orientation on requirements and processes and endorses to the		2 Working Days	REMB - Assistant Director  REMB-BEMD

	REMB Assistant Director			
	3.3 REMB-BEMD uploads the signed acknowledgement letter and EVOSS notifies the Applicant on the conduct of briefing / orientation		1 Working Day	<i>REMB-BEMD</i>
<b>Total Number of Days</b>			<b>3 Working Days</b>	



## **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 and Retail Electricity Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter of Intent to the DOE		Provided by Applicant		
2.Billing document from at least one (1) Contestable Customer for two (2) years immediately preceding the date of application, or a sworn statement of such Contestable Customer attesting to the fact that it has a contract with the applicant effective for the two (2) years immediately preceding the date of application (For Retail Electricity Suppliers only)				
3.Affidavit of undertaking on the capability to supply and deliver the RE generation to the End-User				
4.Proof of a Contract for the Supply of Replacement Power in accordance with Section 10.1 of DC2020-04-0009				
5.Proof of payment of the processing fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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 Email				Division
	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-submits the updated documentary requirements.  <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1. NREB-TSMD checks the completeness and consistency of the submission within three (3) working days.			Chief, 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.  <i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i>	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		Chief, NREB-TSMD
	3.1.1. If payment is valid, NREB-TSMD conducts evaluation of the submitted documents. (Start of Day 1).			
	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.  <i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i>	4.1. If payment is rectified, NREB-TSMD validates the proof of payment within one (1) working day.			Chief, NREB-TSMD
	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 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.		10 Calendar Days	Chief, NREB-TSMD
	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.			
	4.2.2. If not qualified, NREB-TSMD notifies the Applicant of the disapproval.			



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

	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.		1 Calendar Day	Chief, NREB-TSMD
	4.6.2. If disapproved, NREB-TSMD notifies the Applicant of the disapproval.			
Total Number of Days			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. <u>Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission Facilities for Generation Facilities</u>	5 Calendar Days	Simple Transaction
2. <u>Issuance of Certificate of Endorsement to Department of Justice (DOJ) for Non-Immigrant Visa Application</u>	10 calendar days	Complex Transaction
3. <u>Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion</u>	5 calendar days	Simple Transaction
4. <u>Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects</u>	5 calendar days	Complex Transaction
5. <u>Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects</u>	5 calendar days	Complex Transaction

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

### **Power Market Development Division (PMDD)**

10. <u>Approval of Application for Direct Connection</u> <i>(ISO Certified)</i>	50 calendar days	Complex Transaction
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### **Rural Electrification Administration and Management Division (REAMD)**

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

### PROCESSES

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



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

<b>Office or Division:</b>	Power Planning Development Division - Transmission and Distribution Development and Monitoring Section (PPDD-TDDMS)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Generation-2-Business
<b>Who May Avail:</b>	Generation Companies' compliance to the requirements of ERC
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.	Provided by the Applicant
2. Company Profile;	
3. Project Background / Description including the following:	
3.1. Official Name of the Generating Facility / Project;	
3.2. Gross capacity (MW), in three (3) decimal places;	
3.3. Dependable capacity (MW), in three (3) decimal places;	
3.4. Exact Location of the Generating Facility;	
3.5. Target Commercial Operation / Commencement of Operation; and	
3.6. Off-taker of the Electric Power Output.	
4. Articles of Incorporation and By-Laws of the Company	
5. Transfer/Deed of Assignment (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 name as the case may be)	

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, 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.		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 Number 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			
Type of Transaction:	Government to Citizen			
Who May Avail:	Electric Power Industry Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request		Provided by the Applicant		
2. Copy of Valid Passport				
3. Certificate of Employment				
4. If employed by a company engaged by a subcontractor, endorsement from Service Contractor or Service Contractor to apply on his / her behalf				
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	None	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		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	<i>Director, LS</i>
	2.6. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review		1 Calendar Day	<i>Concerned LS Division</i>
	2.7. LS-OD review of COE and endorses to EPIMB		1 Calendar Day	<i>Concerned LS Division</i>
	2.8. PPDD prepares the letter of transmittal to the applicant		1 Calendar Day	<i>Staff/Chief PPDD</i>
	2.9. Review and approval of the EPIMB Assistant Director		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.10. Review and signing of the COE by the EPIMB Director and transmittal to PPDD		1 Calendar Day	<i>Director, EPIMB</i>
	2.11. Uploading of signed letter and COE to EVOSS			<i>PPDD Staff</i>
<b>Total Number of Days</b>			<b>10 Calendar Days</b>	



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

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDMS)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Generation-2-Business			
<b>Who May Avail:</b>	Generation Companies compliance to the requirements of DAR			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Company Profile;				
3. Project Background / Description including the following:				
a. Official Name of the Generating Facility / Project;				
b. Gross Capacity in MW;				
c. Exact Location including Barangay, Municipality and Province;				
d. Technology;				
e. Land area coverage in Sqm or Has;				
f. Target Commercial Operation;				
g. Off taker/s of the electricity				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Staff, Power Planning Development Division</i>
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved.		1 Calendar Day	

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



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

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Generation-2-Business			
<b>Who May Avail:</b>	Generation and Transmission Companies' compliance to the requirements of NCIP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Copy of the Letter of Request addressed to NCIP;				
3. Company Profile;				
4. Project Background / Description including the following:				
4.1. Official Name of the Generating Facility / Project;				
4.2. Gross Capacity;				
4.3. Exact Location;				
4.4. Target Commercial Operation Date;				
4.5. Target Commissioning Date;				
4.6. Off taker/s of the electricity;				
5. Vicinity Map				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 disapproved.		1.5 Calendar Days	
	2.2. Preparation of the Letter of Endorsement to NCIP.		4 Hours	
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	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.			<i>Staff, PPDD</i>
3. Claim signed endorsement to NCIP				<i>Client</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	



## 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			
Type of Transaction:	Transmission-2-Business			
Who May Avail:	Transmission Companies’ compliance to the requirements of NCIP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director		To be provided by the Client		
2. Letter of Request addressed to NCIP				
3. Project Profile				
3.1.Objective of Project				
3.2.Impact Management and Mitigation Plan; and				
3.3.Location Map.				
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 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	
	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	<i>Assistant Director, EPIMB</i>
	2.5. Review, approve and sign letter of endorsement to NCIP.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.			<i>Staff, PPDD</i>
3. Claim Endorsement to NCIP				<i>Client</i>
<b>Total Number of Days</b>			<b>5 Calendar Days</b>	





## Certificate of Endorsement to the Philippine National Police (PNP)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Generation Companies preparing for construction of power plant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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;	<i>To be provided by the Client</i>
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 including the information on the quantity, tentative date of delivery, and the name of chemicals;	
3. Accomplished Form from PNP Explosives Management Division for the Request to Possess / Purchase Explosives / Explosive Ingredients / Controlled Chemicals;	
4. Copy of Department of Energy's Certificate of Endorsement to the Energy Regulatory Commission for the issuance of the Certificate of Compliance, if available;	

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 company and the name of the resource facility registered in the Wholesale Electricity Spot Market, if available.				
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 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	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

	2.6. Uploading in the EVOSS System of the signed Certificate of Endorsement to PNP. End of process.			<i>Staff, PPDD</i>
3. Claim signed Endorsement to PNP				<i>Client</i>
<b>Total Number of Days</b>		<b>5 Calendar Days</b>		



## Endorsement to the Board of Investments (BOI)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Generation Companies engaging in power generation requesting registration with to avail incentives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Note:</i>  <i>The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</i>  <i>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i></p>	<i>To be provided by the Client</i>
1. 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;	
3. Securities and Exchange Commission (SEC) Registration for Partnership and/or Corporation (must be SEC certified machine copy);	
4. Latest General Information Sheet / Articles of Limited Partnership (must be SEC certified machine copy);	
5. Articles of Incorporation & By-Laws / Partnership (must be SEC certified machine copy);	
6. Department of Trade and Industry Registration for Sole Proprietorship;	
7. Project Background / Description	
7.1. Executive Summary of the Feasibility Study;	

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).	
8. Five (5) - Year Projected Financial Statement with and without ITH (Income Statement, Balance Sheet, Statement of Cash Flows);	<i>To be provided by the Client</i>
9. 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:  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 Cost to be financed by the company; and g) Indicate the percentage of the project cost to be financed by the company.		To be provided by the Client		
10.2.2 Notarized Loan Agreement and Certification from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.				
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 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 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	<i>Staff, Power Planning Development Division</i>
	2.2. Preparation of letter of endorsement to BOI		1 Calendar Day	<i>Staff, Power Planning Development Division</i>
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Chief, PPDD</i>
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.5. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6. Uploading in the EVOSS System of the signed Certificate of endorsement to BOI. End of process.		1 Calendar Day	<i>Assigned Staff, PPDD</i>
3. Claim signed Endorsement to BOI				<i>Client</i>
<b>Total number of Days</b>			<b>7 Calendar Days</b>	



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

<b>Office or Division:</b>	Power Planning Development Division- Power Generation and Supply Development and Monitoring Section PPDD-PGSDM)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government to Business	
<b>Who May Avail:</b>	Generation Companies with power projects that are ready for commissioning	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><i>Note:</i>  <i>The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</i></p> <p><i>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i></p>		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, whether:		<i>To be provided by the Client</i>
1.1. For new application should include the official name of the project generating facility, nameplate capacity in three (3) decimal places, and complete location of the project;		
1.2. For amendment (amendment of Developer name, capacity, project name or location), previously issued COE number, the official name of the project, nameplate capacity in three (3) decimal places in MW, and complete location of the project including barangay, municipality, province; For consistency of information, if location is within highly urbanized city, kindly cite the province where the city is geographically located.		
2. Company Profile (if the request is for the amendment of company name or project developer, indicating the transition from the previous developer to the new developer);		



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: <ul style="list-style-type: none"> <li>a. Certification that the unit is already unreadable and providing the information in the nameplate photograph; or</li> <li>b. Copy of the manufacturer's booklet containing the specifications in the nameplate.</li> </ul>	
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);	
5. Proof of Financial Closing, whichever is available (no need to provide if the power plant is already operational):	<i>To be provided by the Client</i>
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	
5.2. For Loan-Equity Ratio of the total project cost:	

<p>5.2.1 Notarized Certification from the company signed by the President or Treasurer of the Company with the following information:</p> <ol style="list-style-type: none"> <li>Company / Developer's Name;</li> <li>Official Project Name;</li> <li>Capacity in 3 decimal places [MW and MWp (if solar)] [ MW and MWh (if ESS)];</li> <li>Exact location including barangay, municipality, and province;</li> <li>Amount of Total project cost;</li> <li>Amount of Project Cost to be financed by the company; and indicate the percentage of the project cost to be financed by the company.</li> </ol>	
<p>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.</p>	
<p>5.3. For the Financier of the project</p>	
<p>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</p>	
<p>6. Copy of Securities and Exchange Commission (SEC) Registration/Department of Trade and Industry (DTI) Registration, whichever is applicable:</p>	
<p>6.1. For SEC Registration, provide Articles of Incorporation and By-Laws / Articles of Limited Partnership of the Company;</p>	<i>To be provided by the Client</i>
<p>6.2. For DTI Registration (include attachments that the business is into power generation business);</p>	
<p>7. Latest General Information Sheet of the applicant and its stockholders – SEC form duly stamped received by the SEC for Partnership and Corporation.</p>	<i>To be provided by the Client</i>
<p>8. Historical Generation GWh for existing and operational power plants (at least 5 years);</p>	

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.	<i>To be provided by the Client</i>
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 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).		4 Calendar Days	Staff, REMB
	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 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		3 Calendar Days	Staff, PPDD
	2.3. Preparation of Letter of Payment			
	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	<i>Staff, PPDD</i>
	4.2. Review and endorsement, edit if needed.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	4.3. Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, Electric Power Industry Management Bureau</i>
	4.4. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	4.5. Uploading in the EVOSS System of the signed COE to ERC. End of process.			<i>Staff, PPDD</i>
5. Claim signed COE to ERC				<i>Client</i>
<b>Total Number of Days</b>			<b>12 Calendar Days</b> <b>(*inclusive of 5 Calendar Days for the NTP)</b>	



## Clearance to Undertake System Impact Study (SIS)

<b>Office or Division:</b>	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Generation Companies conducting feasibility study/due diligence in preparation for their generation power project
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Note: For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i>	
1. 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;	<i>To be provided by the Client</i>
2. Company Profile;	
3. Project Background / Description including the following:	
3.1. Official Name of the Generating Facility /Project;	
3.2. Gross Capacity;	
3.3. Exact Location;	
3.4. Target Commercial Operation Date;	
3.5. Target Commissioning Date;	
3.6. Off taker/s of the electricity.	
3.7. Identify Target Transmission Line Connection Point	DOE – Renewable Energy Management Bureau
3.8. Additional for Renewable Energy Power Projects	
3.9. Endorsement of Renewable Energy Management Bureau (Notice to Proceed);	



3.10. Copy of Certificate of Registration as Renewable Energy (RE) Developer		To be provided by the Client				
3.11. Copy of Service Contract or Operating Contract						
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 for REMB/PPDD Evaluation	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, Renewable Energy Management Bureau		
	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.					
	2.2. 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	<i>Asst. Director, EPIMB</i>
	2.6. Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.7. Uploading in the EVOSS System of the signed Clearance to Undertake System Impact Study. End of process.			<i>Staff, PPDD</i>
3. Claim signed endorsement to NGCP				<i>Client</i>
<b>Total number of Days</b>			<b>10 Calendar Days</b> <b>(*inclusive of 5 Calendar Days for the NTP)</b>	



## POWER MARKET DEVELOPMENT DIVISION (PMDD)

### PROCESSES

1. Approval of Application for Direct Connection *(ISO Certified)*



## Approval of Application for Direct Connection

**Note:** *This process is ISO Certified.*

<b>Office or Division:</b>	Power Market Development Division (PMDD)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Business
<b>Who may avail:</b>	Industrial, Commercial and Other Electricity End-users
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter addressed to the DOE Secretary, attention to the EPIMB Director	All to be provided by the Applicant
2. Notarized WAIVER from the DU that it cannot provide the services and facilities required by the Applicant thru a Board Resolution duly signed by the Board members	
3. Corporate Business Profile including copy of Business Permits	
4. Secretary's Certificate designating authorized representative	
5. Brief description of proposal	
6. Location map of facility for which direct supply is sought, including nearest TNP or DU substation	
7. Power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information	
8. Certificate from the TNP that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study	

9. Supplemental document/s as may be applicable <ul style="list-style-type: none"> <li>- Signed agreement conforming with the recommendation of the TNP in case of relevant technical findings, including commitment to undertake funding for infrastructure requirements</li> <li>- Existing proof of connections with Distribution Utility</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements		N/A	N/A	<i>Applicant</i>
	1. Checking of completeness of application with documentary requirements		3 working days	<i>Staff, PMDD-EPIMB</i>
	2. Send Order of Payment for the processing fee		1 working day	<i>Staff, PMDD-EPIMB</i>
2. Payment of Processing Fee and submitting proof of payment online		Php 7,800.00	5 working days	<i>Applicant</i>
	3. Validation of payment and acceptance of receipt		2 working days	<i>Staff, PMDD-EPIMB</i>
	4. Schedule of Site inspection		1 calendar day	<i>Staff, PMDD-EPIMB</i>
3. Confirmation of the schedule of site inspection			5 working days	<i>Applicant</i>
	5. Actual Site Inspection		1 calendar day	<i>PMDD-EPIMB</i>
	6. Review and evaluation of the application		18 calendar days	<i>PMDD-EPIMB</i>

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

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



# **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)

<b>Office or Division:</b>	Rural Electrification Administration and Management Division – Rural Electrification Promotion and Administration Section (REAMD-REPAS)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Microgrid System Provider			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the EPIMB Director		To be provided by Applicant		
2. Company Profile				
3. Project Background/Description to include at least the following:				
3.1. Name of the generating facility;				
3.2. Nameplate Capacity (including photographs of nameplate attached to the machine);				
3.3. Exact Location;				
3.4. Target Commercial Operation; and		Distribution Utility or National Power Corporation		
3.5. Jobs Generated (During Construction and During Operation)				
4. Copy of Resolution of Award of the MGSP-BAC duly signed by the MGSP-BAC Chairperson		To be provided by Applicant		
5. Copy of MGSP Service Contract		To be provided by Applicant		
<b>Additional for ERC COC Renewal:</b>				
1. Copy of the ERC Certificate of Compliance (COC);				
2. Certification of new rated capacity (if applicable)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Request with complete documents	1.1. Review of submitted documents and check completeness of requirements		1 Working Day	Staff, Rural Electrification Administration and Management Division

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

	2.4 Prepare the MGSP-COE		3 Calendar Days	<i>Staff, REAMD</i>
	2.5 Review and endorse the MGSP-COE			<i>Chief, REAMD</i>
	2.6 Review and endorse the MGSP-COE			<i>Assistant Director, EPIMB</i>
	2.7 Approve and sign the MGSP-COE			<i>Director, EPIMB</i>
3. Claim signed Endorsement	3.1. Release/upload the signed MGSP-COE			<i>REAMD Assigned Staff / Client</i>
<b>Total number of Days</b>		<b>7 Calendar Days (For Non-RE Projects)</b>		
		<b>12 Calendar Days (For RE Projects)</b> *Not included in the total number 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. <a href="#">Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	3 Working Days	Simple
2. <a href="#">Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	7 Working Days	Complex
3. <a href="#">Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	7 Working Days	Complex
4. <a href="#">Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	7 Working Days	Complex
5. <a href="#">Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	7 Working Days	Complex
6. <a href="#">Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)</a> <i>(ISO Certified)</i>	3 Working Days	Simple

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

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

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

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

### Alternative Fuels and Energy Technology Division (AFETD)

PROCESSES	DURATION	CLASSIFICATION
19. <a href="#">Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station (EVCS) Participants</a>	20 Working Days	Highly Technical

### Energy Efficiency & Conservation Public Sector Management Division (EPSMD)

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

### EUMB - Dedicated Electric Vehicle Office (DEVO)

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

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





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

## PROCESSES

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



## 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, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under PELP System.</p> <p>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.</p> <p>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)”.</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PELP Online Registration Forms <ul style="list-style-type: none"><li>a. Application Form for Company Registration under the PELP</li><li>b. Undertaking to Abide by the Terms and Conditions of the PELP</li><li>c. Letter of Authorization for PELP Compliance Representative</li></ul>		Department of Energy (template form available at the PELP System: <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a> )	

d. Product Sales Inventory Report				
2. Business Registration Documents: a. Business Registration Certificate: <ul style="list-style-type: none"><li>- For Sole Proprietorship: Certificate of Business Name Registration issued by the Department of Trade and Industry</li><li>- For Corporation/Partnership: Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission</li><li>- For Cooperative: CDA Certificate of Registration from the Cooperative Development Authority</li></ul> b. Partnership Agreement (including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary) c. Permit to Operate issued by the local government unit.		For Certificate of Business Name Registration – Department of Trade and Industry (DTI)  For Certificate of Registration and Articles of Incorporation - Securities and Exchange Commission  For CDA Certificate of Registration - Cooperative Development Authority		
3. Payment-related Documents a. Order of Payment b. Payment Confirmation c. Official Receipt		DOE Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)		
<i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>				
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) online through the PELP System ( <a href="https://www.pelp.gov.ph">https://www.pelp.gov.ph</a> ).	1.1 The DOE issues the Order of Payment to the Applicant through e-mail.  For OoP requests made directly at the	N/A	N/A	DOE-EPRED PELP Evaluator I  DOE-AD  DOE-TD

<p>doe.gov.ph) by clicking the “Register Company” command button.</p> <p>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.</p>	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 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 1,600.00	N/A	<p>DOE-TD</p> <p>DOE-EPRED PELP Evaluator I</p>
<i>Application Process</i>				
<p>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.</p> <p><i>Note:</i> - In case the PELP System is unavailable,</p>	<p>3.1 DOE-EPRED acknowledges the receipt of application through email and evaluates the completeness and correctness of the submitted documents.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the</p>	N/A	Two (2) Working Days	<p>DOE-EPRED PELP Evaluator II</p>

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



## 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 REQUIREMENTS		WHERE TO SECURE	
1. 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 is		Testing laboratories:  a. Company-owned or third-party laboratories that are ISO 17025-accredited.	

applicable to both company-owned and third-party laboratories.  <i>(The validity of Test Report for Air Conditioners shall be one (1) year from the date of issuance)</i>		b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.		
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 Air Conditioners) for the ECP.  The Company must mark the Scope of Accreditation as “Certified True Copy.”  <i>Note: Maximum size for uploading of documents per field is 10 MB.</i>				
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)  <i>Note: Maximum size for uploading of images per field is 5MB.</i>		Applicant		
6. Duly accomplished Product Registration Online Form				
7. Payment-related Documents a. Order of Payment b. Payment Confirmation c. Official Receipt		DOE  Bank or Online Payment Facility  Department of Energy – Treasury 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	1.1 The DOE issues the Order of Payment to	N/A	N/A	DOE-EPRED PELP Evaluator I

<p>Registration (online) through the PELP System Payment Module. (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>)</p> <p>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.</p>	<p>the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>			<p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.</p>	<p>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)</p>	<p>PhP 300.00 per product model</p>	<p>N/A</p>	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is</i></li> </ul>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the PELP Implementing Guidelines for Air Conditioners</p>	<p>N/A</p>	<p>Six (6) Working Days</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>



<p>unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</p> <ul style="list-style-type: none"> <li>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</li> </ul>	<p>) and informs the applicant on the results of the evaluation through an email notification.</p> <p>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.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	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
<b>Total Number of Days</b>		<b>7 working days</b>		



## 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 and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>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.</p> <p>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)”.</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 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.	

is applicable to both company-owned and third-party laboratories. <i>(The validity of Test Report for Refrigerating Appliances shall be one (1) year and six (6) months from the date of issuance.</i>		b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.		
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 Refrigerating Appliances) for the ECP.  The Company must mark the Scope of Accreditation as “Certified True Copy”  <i>Note: Maximum size for uploading of documents per field is 10 MB.</i>				
4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models				
5. Product Specifications (with photos)  <i>Note: Maximum size for uploading of images per field is 5MB.</i>		Applicant		
6. Duly accomplished Product Registration Online Form				
7. Payment-related Documents a. Order of Payment b. Payment Confirmation c. Official Receipt		DOE  Bank or Online Payment Facility  Department of Energy – Treasury 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

<p>(online) through the PELP System Payment Module.  <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>)</p> <p>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.</p>	<p>the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>			<p>DOE-AD</p> <p>DOE-TD</p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.</p>	<p>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)</p>	<p>PhP 300.00 per product model</p>	<p>N/A</p>	<p>DOE-TD</p> <p>DOE-EPRED PELP Evaluator I</p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is unavailable, the applicant may submit the</i></li> </ul>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the PELP Implementing Guidelines for Refrigerating Appliances)</p>	<p>N/A</p>	<p>Six (6) Working Days</p>	<p>DOE-EPRED PELP Evaluator II</p>

<p><i>accomplished forms and other requirements to DOE-EPRED.</i></p> <ul style="list-style-type: none"> <li><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></li> </ul>	<p>and informs the applicant on the results of the evaluation through an email notification.</p> <p>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.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	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
<b>Total Number of Days</b>		<b>7 working days</b>		



## 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 and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>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.</p> <p>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)”.</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 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 is applicable to		Testing laboratories:  a. Company-owned or third-party laboratories that are ISO 17025-accredited.	



<p>both company-owned and third-party laboratories.</p> <p><i>(The validity of Test Report for Television Sets shall be one (1) year from the date of issuance)</i></p>	<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p> <p>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 Television Sets) for the ECP.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>	
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>	<p>Department of Energy (template form available at the PELP System during Product Registration)</p>
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>	<p>Applicant</p>
<p>6. Duly accomplished Product Registration Online Form</p>	
<p>7. Payment-related Documents</p> <ul style="list-style-type: none"> <li>a. Order of Payment</li> <li>b. Payment Confirmation</li> <li>c. Official Receipt</li> </ul>	<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>)</p> <p>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.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p><i>DOE-EPRED PELP Evaluator I</i></p> <p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>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)</p>	PhP 300.00 per product model	N/A	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the</p>	N/A	Six (6) Working Days	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p>the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i></li> <li><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></li> </ul>	<p>PELP Implementing Guidelines for Television Sets) and informs the applicant on the results of the evaluation through an email notification.</p> <p>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.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant of the approval of their product</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	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
<b>Total Number of Days</b>		<b>7 working days</b>		



## 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		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>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.</p> <p>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)”.</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 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 is applicable		Testing laboratories:  a. Company-owned or third-party laboratories that are ISO 17025-accredited.	

<p>to both company-owned and third-party laboratories.</p> <p><i>(The validity of Test Report for Lighting Products shall be two (2) years from the date of issuance)</i></p>	<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p> <p>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.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>	
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>	<p>Department of Energy (template form available at the PELP System during Product Registration)</p>
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>	<p>Applicant</p>
<p>6. Duly accomplished Product Registration Online Form</p>	
<p>7. Payment-related Documents</p> <ul style="list-style-type: none"> <li>a. Order of Payment</li> <li>b. Payment Confirmation</li> <li>c. Official Receipt</li> </ul>	<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>)</p> <p>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.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p><i>DOE-EPRED PELP Evaluator I</i></p> <p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>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)</p>	PhP 300.00 per product model	N/A	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the</p>	None	Six (6) Working Days	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p>the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i></li> <li><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></li> </ul>	<p>PELP Implementing Guidelines for Lighting Products) and informs the applicant on the results of the evaluation through an email notification.</p> <p>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.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant of the approval of their product</p>		One (1) Working Day	DOE-EPRED PELP Evaluator II



	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
<b>Total Number of Days</b>		<b>7 working days</b>		



## 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:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request for an issuance of Energy Label through the PELP System.</p> <p>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.</p> <p>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)”.</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Energy Label Issuance Online Form		Department of Energy  (template form available at the PELP System: <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a> )	
2. Payment-related Documents a. Order of Payment		DOE	

b. Payment Confirmation  c. Official Receipt  <i>Note: Maximum size for uploading of documents per field is 10 MB.</i>		Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. ( <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a> )  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.	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
<i>Application Process</i>				
3. The applicant fills out the Energy Label Issuance Online Form through the PELP	3.1 DOE-EPRED evaluates the completeness and correctness	N/A	Two (2) Working Days	DOE-EPRED PELP Evaluator II

<p>System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i></li> <li><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></li> </ul>	<p>of the submitted documents and informs the applicant on the results of the evaluation through an email notification.</p> <p>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.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall issue the Energy Label through the PELP System and will notify the applicant on the availability of the Energy Label through email.</p>	N/A	<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator III</i></p>
<p>4. The Applicant receives the email notification for the issuance of their Energy Label.</p> <p>The applicant shall download, print, and</p>	N/A	N/A	N/A	N/A

attach the Energy Label to the prescribed location, as stated in the PELP Implementing Guidelines.				
<b>Total Number of Days</b>		<b>3 Working days</b>		



## 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.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business	
<b>Who may avail:</b>	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request an issuance of through the PELP System.</p> <p>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.</p> <p>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)".</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Energy Label Equivalent or COE Online Form		Department of Energy (template form available at the PELP System: <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a> )
2. Payment-related Documents <ul style="list-style-type: none"> <li>a. Order of Payment</li> <li>b. Payment Confirmation</li> <li>c. Official Receipt</li> </ul>		DOE Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)

Note: Maximum size for uploading of documents per field is 10 MB.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module.  <a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a></p> <p>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.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p>DOE-EPRED PELP Evaluator I</p> <p>DOE-AD</p> <p>DOE-TD</p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>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)</p>	PhP 300.00 per product model	N/A	<p>DOE-TD</p> <p>DOE-EPRED PELP Evaluator I</p>
<i>Application Process</i>				
<p>3. The applicant fills out the Energy Label Equivalent or COE Online Form through the PELP System (<a href="https://www.pelp.doe.gov.ph">https://www.pelp.doe.gov.ph</a>) and uploads the requirements specified in the above Checklist.</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation</p>	N/A	Two (2) Working Days	DOE-EPRED PELP Evaluator II

<p><i>Note:</i></p> <ul style="list-style-type: none"> <li><i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i></li> <li><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></li> </ul>	<p>through an email notification.</p> <p>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.</p>			
	<p>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.</p>	N/A	One (1) Working Day	<i>DOE-EPRED PELP Evaluator III</i>
<p>4. The Applicant receives the email notification for the issuance of their Energy Label Equivalent or COE.</p> <p>The applicant shall download, print, and attach the Energy Label Equivalent or COE to the prescribed</p>	N/A	N/A	N/A	N/A



location, as stated in the PELP Implementing Guidelines.				
<b>Total Number of Days</b>		<b>3 Working days</b>		



## 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 Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>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.</p> <p>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.</p> <p>Through Department Circular DC2022-03-0005, “Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives”.</p>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Recognition of Testing Laboratory Form		DOE-EPRED, DOE Website	
2. Payment-related Documents		DOE	
a. Order of Payment		Bank or Online Payment Facility	
b. Payment Confirmation		Department of Energy – Treasury Division (DOE-TD)	
c. Official Receipt			
3. PELP Forms		Department of Energy	

a. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory.  b. Letter of Authorization of representative c. Location map d. Organizational Chart e. List of personnel and competencies f. List of equipment, manuals of procedures and reference materials		(template form available in the annexes of Department Circular No. DC2022-03-0005)		
4. Business permit		Local Government Unit		
5. BIR Certificate of Registration		Bureau of Internal Revenue		
6. PAB Accreditation Certificate or proof of ongoing application for PAB accreditation		Department of Trade and Industry – Philippine Accreditation Bureau		
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 documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i>	1.1 DOE-EPRED acknowledges the receipt of application through email.	N/A	One (1) Working Day	DOE-EPRED SRS I/ SRS II
	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

	<p>incomplete, the DOE-EPRED requests for the resubmission of the required document and/or data.</p> <p>If the evaluated documents are complete, DOE-EPRED shall inform the applicant to proceed with the payment process.</p>			
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
4. 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

	<p>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.</p> <p>If assessed as compliant, the DOE-EPRED shall recommend the recognition of the testing facility to the EUMB Director.</p>			<p><i>EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts</i></p>
	4.3 EUMB Director issues the Certificate of Recognition or disapproves the application based on the findings and recommendation from the DOE-RTL Assessment Team.	N/A	2 Working days	EUMB Director
	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
<b>Total Number of Days</b>		<b>20 Working days</b>		



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

## PROCESSES

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



## 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

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	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
1. One (1) duly accomplished ESCO Application Assurances Form (Annex A)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>  Client/Applicant
2. One (1) Certified True Copy of the Documents on Corporate Personality		
3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration ii. One (1) copy of Business permit		
4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permit		

iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation				
5. One (1) duly accomplished Company Profile/Background (Annex B)				
6. One (1) copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C)				
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/ESCO_Application">https://bit.ly/ESCO_Application</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			
<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2 Conduct of technical evaluation on the complete and accepted application.			
	2.1 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.	N/A	3 Working Days	Staff, EPMPD
	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 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, 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 date of notification.			
<p><i>Note:</i></p> <p><i>Should the applicant comply/provide the requested documents/ information within seven (7) working days from</i></p>				<p><i>Staff, GLSD</i></p> <p><i>Staff, EPMPD</i></p>

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 <sup>th</sup> 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

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

	<p>application on the 4<sup>th</sup> day.</p> <p>The applicant will be informed of the nullification through an email.</p>			
	5.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	6. Signing of the e-certificate by the EUMB Director.	N/A	1 Working Day	<i>Director, EUMB</i>
	7. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	<i>Staff, EPMPD</i>
<b>Total number of days:</b>		<b>7 Working Days</b>		



## 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.

Legal Basis: DC2022-03-0006

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.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly Accomplished CEA Application Form (Annex B)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEA">https://bit.ly/DOE_DConCEA</a>		
2. One (1) Certified True Copy of PRC License (if applicable)		Client/Applicant		
3. One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office				
4. One (1) Certified True Copy of Diploma and/or Transcript of Records				
5. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/Apply_CEA">https://bit.ly/Apply_CEA</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	1.1.1 Qualified applicants with complete and acceptable documents shall			

	<p>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.</p>			
	<p>1.1.2 Unqualified applicant shall be notified of the denial of their application through email.</p>			
	<p>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.</p>			
<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days, the EPMPD shall inform the applicant, through email,</i></p>				

<i>the denial of the application on the 8<sup>th</sup> day.</i>				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	Staff, EPMPD
	2.1 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.			
	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.			
<p>3. Payment of the application fee</p> <p><i>Note:</i></p> <p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p> <p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will</i></p>	3.1. Acknowledgement and validation of the submitted proof of payment.	Php 1,000		Staff, EPMPD



<i>nullify their application on the 11<sup>th</sup> day.</i>				
	3.1.1.Application with valid proof of payment will be endorsed to the Office of the Director for the signing of e-certificate.	N/A	2 Working Days	<i>Staff, EPMPD</i>
	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 4 <sup>th</sup> 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 Office of the Director.			
	4. Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	<i>Director, EUMB</i>
	5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	<i>Staff, EPMPD</i>
<b>Total number of days:</b>		<b>7 Working Days</b>		



## 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.

Legal Basis: DC2022-03-0007

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 DC2022-03-0007.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished CECO Application Form (Annex A)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCECO">https://bit.ly/DOE_DConCECO</a>  Client/Applicant
2. One (1) copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)		
3. One (1) copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president		
4. One (1) Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology,		

Engineering, and Mathematics (STEM), Transcript of Records and/or Diploma		Order of payment will be provided by the EPMPD		
5. At least one (1) copy of Seminar/Training Programs attended related to Energy Management or handling of facilities				
6. One (1) Copy of proof of payment for the Application Fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="https://bit.ly/Apply_CECO">https://bit.ly/Apply_C ECO</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			

<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	Staff, EPMPD
	2.1 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.			
	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.			
<p>3. Payment of the application fee</p> <p><i>Note:</i></p>	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 1,000		Staff, EPMPD

<p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p> <p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>				
	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	
	<p>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.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p>	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 EUMB Director.			
	4. Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	<i>Director, EUMB</i>
	5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	<i>Staff, EPMPD</i>
Total number of days:			7 Working Days	



## 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.

Legal Basis: DC2022-03-0008

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 DC2022-03-0008.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished CEM Application Form (Annex E)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEM">https://bit.ly/DOE_DConCEM</a>  Client/Applicant
2. One (1) Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F)		
3. One (1) Certified True Copy of license from the Professional Regulatory Commission (if applicable)		
4. One (1) Certified True Copy of Diploma and Transcript of Records.		
5. One (1) copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any		

delegated official that has the authority to sign on behalf of the company head/president				
6. One (1) Copy of Proof of Experience duly certified by the human resource management head or similar office.				
7. One (1) Copy of Specialized and/or refresher training from Recognized Training Institution (RTI)				
8. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/Apply_CEM">https://bit.ly/Apply_CEM</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			
<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2 Conduct of technical evaluation on the complete and accepted application.			
	2.1 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.	N/A	3 Working Days	Staff, EPMPD
	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. Payment of the application fee	3.1. Acknowledgement and validation of	Php 1,000		Staff, EPMPD

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

	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.			
	4. Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	<i>Director, EUMB</i>
	5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	<i>Staff, EPMPD</i>
<b>Total number of days:</b>		<b>7 Working Days</b>		



## 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.

Legal Basis: DC2020-09-0018

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	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance or results-based projects savings experience and with proven customer experiences.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished ESCO Application Assurances Form (Annex A)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>  Client/Applicant
2. One (1) Certified True Copy of the Documents on Corporate Personality		
3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration ii. One (1) copy of Business permit		
4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permit iii. One (1) copy of SEC registration		

iv. One (1) copy of Articles of incorporation				
5. One (1) duly accomplished Company Profile/Background (Annex B)				
6. One (1) copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C)				
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) duly accomplished List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E)				
9. One (1) copy of Audited financial statement in the last two (2) years				
10. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/ESCO_Application">https://bit.ly/ESCO_Application</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			
<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2 Conduct of technical evaluation on the complete and accepted application.			
	2.1 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

	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 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 technical evaluation. EPMPD will allow a one-time rectification to submit the necessary documents/ information within seven (7)		4 Working Days	<p><i>Staff, GLSD</i></p> <p><i>Staff, PCD</i></p> <p><i>Staff, EPMPD</i></p>

	working days from the date of notification.			
<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	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.			<p><i>Staff, GLSD</i></p> <p><i>Staff, PCD</i></p> <p><i>Staff, EPMPD</i></p>
	4.2 If the application failed the re-evaluation of GLSD or PCD based on the endorsed documents from EPMPD, the GLSD or			<p><i>Processing time will be reset in reference to the number of days set by the DOE for technical and legal evaluation</i></p>



	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.			
<p>5 Payment of the application fee</p> <p><i>Note:</i></p> <p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p> <p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 30,000		Staff, EPMPD
	5.1.1 Application with valid proof of payment will be endorsed to the DOE Secretary through the EUMB Director.	N/A		
	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)		2 Working Days	Staff, EPMPD

	<p>working days to rectify.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p> <p>The applicant will be informed of the nullification through an email.</p>			
	5.2 Endorsement of the certificate to the DOE Secretary through the EUMB Director.			
	6 Signing of the certificate by the DOE Secretary.		10 Working Days	<i>DOE Secretary</i>
	7 EPMPD to notify applicant on the approval of their application through email.	N/A	1 Working Day	<i>Director, EUMB</i>  <i>Staff, EPMPD</i>
<b>Total number of days:</b>			<b>20 Working Days</b>	



## 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.

Legal Basis: DC2022-03-0006

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 satisfy the requirements under the Department Circular DC2022-03-0006.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Duly Accomplished RTI Application Form (Annex E)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEA">https://bit.ly/DOE_DConCEA</a>
2. One (1) Certified True Copy of Documents on Corporate Personality		
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position		Client/Applicant
4. One (1) Copy of Proof of ownership/lease of an actual training facility/building		
5. One (1) Copy of List of equipment/ machineries and other instructional materials, whether owned or leased		
6. One (1) Certified True Copy of Business Registration		
7. One (1) Certified True Copy of Business Permit		
8. One (1) Copy of List of Lecturers/ Instructors with CVs/PRC License (if applicable)		
9. One (1) Copy of List of trainings provided		

10. One (1) Original Copy of Training Plan for CEA with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/Apply_RTI">https://bit.ly/Apply_RTI</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			
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 <sup>th</sup> day.				
	2 Conduct of technical evaluation on the complete and accepted application.			
	2.1 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.			
	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. 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.	N/A	16 Working Days	Staff, EPMPD
		Php 10,000		Staff, EPMPD

<p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>				
	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.		2 Working Days	
	<p>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.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p> <p>The applicant will be informed of the nullification through an email.</p>	N/A		Staff, EPMPD
	3.2 Endorsement of the e-certificate and letter of			

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



## 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.

Legal Basis: DC2022-03-0008

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 satisfy the requirements under the Department Circular DC2022-03-0008.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) Duly Accomplished RTI Application Form (Annex B)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEM">https://bit.ly/DOE_DConCEM</a>	
2. One (1) Certified True Copy of Documents on Corporate Personality			
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position		Client/Applicant	
4. One (1) Copy of Proof of ownership/lease of an actual training facility/building			
5. One (1) Copy of List of equipment/machineries and other instructional materials, whether owned or leased			
6. One (1) Certified True Copy of Business Registration			
7. One (1) Certified True Copy of Business Permit			



8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)				
9. One (1) Copy of List of trainings provided				
10. One (1) Copy of Training Plan for CEM with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the Application Fee		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 <a href="https://bit.ly/Apply_RTI">https://bit.ly/Apply_RTI</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			

<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2. Conduct of technical evaluation on the complete and accepted application.	N/A	16 Working Days	Staff, EPMPD
	2.1 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.			
	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. Payment of the application fee	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		Staff, EPMPD

<p><i>Note:</i></p> <p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p> <p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>				
	<p>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.</p>		<p>2 Working Days</p>	
	<p>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.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p> <p>The applicant will be informed of the</p>	<p>N/A</p>		<p>Staff, EPMPD</p>

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



## 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.

Legal Basis: DC2021-05-0011

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Energy Service Companies / Companies with self-financed Energy Efficiency Projects / Third-Party Project Developers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Energy Service Company (ESCO) Initiated Project</b>		
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) Copy of DOE issued Certificate of Registered ESCO or Certified ESCO	Client/Applicant	
4. One (1) Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor		
5. One (1) Original 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.
<b>For TPPD/Project SPV</b>	
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:  i. Business registration  ii. Business permits  iii. SEC registration  iv. Articles of incorporation	Client/Applicant
4. One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	

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.
<b>For Self-financed Projects</b>	
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:  i. Business registration  ii. Business permits  iii. SEC registration  iv. Articles of incorporation	Client/Applicant
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

6. 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
1. Submission of required documents to <a href="mailto:eesip@doe.gov.ph">eesip@doe.gov.ph</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			
<i>Note:</i>  <i>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</i>				



<p><i>application based on Agency Action 2.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2. Conduct of technical evaluation on the complete and accepted application.	N/A	16 Working Days	Staff, EPMPD
	2.1 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.			
	2.2 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.			
<p><i>Note:</i></p> <p><i>Should the applicant comply/provide the</i></p>				

<p><i>requested documents/ information within seven (7) working days from notification, the EPMPD will conduct re-evaluation.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	3. Conduct of re-evaluation on the rectified documents.		<p><i>Processing time will be reset in reference to the number of days set by the DOE for technical evaluation</i></p>	<p><i>Staff, EPMPD</i></p>
	3.1 If the application successfully passed the re-evaluation based on the rectified documents, the EPMPD shall inform the applicant through email of the results. An order of payment will also be issued by the EPMPD.			
	3.2 If the application failed the re-evaluation based on the on the rectified documents, the EPMPD shall notify the applicant of the disapproval of the application.			
<p>4. Payment of the application fee</p> <p><i>Note:</i></p> <p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p>	4.1 Acknowledgement and validation of the submitted proof of payment.	<p>Php 15,000 for Simple EE Project</p> <p>Php 25,000 for Complex EE Project</p>		<p><i>Staff, EPMPD</i></p>

<p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>				
	4.1.1 Application with valid proof of payment will be endorsed to the EUMB Director for the signing of the certificate.		2 Working Days	
	<p>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.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p> <p>The applicant will be informed of the nullification through an email.</p>	N/A		Staff, EPMPD
	4.2 Endorsement of the application/ certificate to the EUMB Director.			

	5. Signing of the Certificate of Endorsement to BOI by the EUMB Director.	N/A	1 Working Day	<i>Director, EUMB</i>
	6. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	<i>Staff, EPMPD</i>
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

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	Energy Service Companies / Companies with self-financed Energy Efficiency Projects / Third-Party Project Developers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. One (1) original Application letter (Annex 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	
2. One (1) duly accomplished Application Form (Annex G)			
3. One (1) duly accomplished technical Documentation (Annex H)		Client/Applicant	
4. Financial Documentation			

***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)

<p>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</p> <p><b><i>For Parent Company that guarantees for corporation with insufficient working capital:</i></b></p> <ul style="list-style-type: none"> <li>• One (1) Copy of Parent Company's financial documents per FS and Bank Certificate</li> <li>• One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program</li> </ul> <p><b><i>Applicants' Financial Capability (Refer to Annex A)</i></b></p>	
<p>5. Legal Documentation</p> <ul style="list-style-type: none"> <li>• One (1) Business Permit</li> <li>• One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By-Laws</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul>	<p>Form can be secured from the DOE website</p>

6. 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 Proof of Payment		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
1. Submission of required documents to <a href="mailto:eesip@doe.gov.ph">eesip@doe.gov.ph</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			



<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	Staff, EPMPD
	2.1 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.			
	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.		4 Working Days	<i>Staff, GLSD</i>  <i>Staff, PCD</i>
	3.1 If the application successfully passed the legal and technical evaluation based on the endorsed documents from EPMPD, the LS and FS 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 LS or FS 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) working days from the date of notification.			
<i>Note:</i>  <i>Should the applicant comply/provide the requested documents/</i>				

<p>information within seven (7) working days from notification, the EPMPD, LS and FS will conduct re-evaluation.</p> <p>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<sup>th</sup> day.</p>				
	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		
			<p><i>Processing time will be reset in reference to the number of days set by the DOE for technical, legal and financial evaluation</i></p>	<p><i>Staff, EPMPD</i></p> <p><i>Staff, GLSD</i></p> <p><i>Staff, PCD</i></p>

	of the disapproval of the application.			
5 Payment of the application fee  <i>Note:</i>  <i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i>  <i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i>  <i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i>	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

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



## 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

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Legal entities who satisfy the requirements under the Department Circular 2022-04-0013	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished FPCS Application Form (Form A)		Form can be secured from the DOE website or through this link:  <a href="https://bit.ly/DOE_DConFPCS">https://bit.ly/DOE_DConFPCS</a>
2. One (1) Copy of Company Profile/Background under Annex B		
3. One (1) Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under Annex D		
4. One (1) Copy of List of Energy Audit equipment and other similar testing instruments and the date of its calibration under Annex E		
5. One (1) Copy of List of Energy Audits undertaken in the last three (3) years under Annex H		
6. One (1) Certified True Copy of the Documents on Corporate Personality		
7. One (1) Copy of Company Ownership/management which includes list of names of officers, personnel, and their		

position in the company including energy auditors, and the organizational structure		Client/Applicant		
8.	One (1) Certified True of Copy of Audited financial statement in the last two (2) years			
9.	One (1) Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI)			
10.	One (1) Copy of proof of payment for the processing fee.	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 <a href="https://bit.ly/Apply_FPCS">https://bit.ly/Apply_FPCS</a>	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	Staff, EPMPD
	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.			

<p><i>Note:</i></p> <p><i>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.</i></p> <p><i>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<sup>th</sup> day.</i></p>				
	2. Conduct of technical evaluation on the complete and accepted application.			
	2.1 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	6 Working Days	Staff, EPMPD
	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 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.			Staff, GLSD
	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, PCD  Staff, EPMPD
<p><i>Note:</i></p> <p><i>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.</i></p>				

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 <sup>th</sup> day.				
	4 Conduct of re- evaluation on the endorsed application from EPMPD.		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
	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.			
5 Payment of the application fee	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		Staff, EPMPD

<p><i>Note:</i></p> <p><i>The applicant must upload/submit their proof of payment to the identified online platform of the DOE.</i></p> <p><i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5<sup>th</sup> day regarding their payment.</i></p> <p><i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11<sup>th</sup> day.</i></p>				
	5.1.1 Application with valid proof of payment will be endorsed to the EUMB Director.		2 Working Days	
	<p>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.</p> <p>Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4<sup>th</sup> day.</p>	N/A		Staff, EPMPD

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



# ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD)

## PROCESSES

1. [Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station \(EVCS\) Participants](#)



## 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.

<b>Office or Division:</b>	Alternative Fuels and Energy Technology Division (AFETD)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	EVCS participants requesting endorsement to DTI-BOI			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application letter to DOE-EUMB for BOI Endorsement		Proponent		
2. Attach proof of project sustainability that includes, but not limited to fiscal cost-benefit analysis, project financial statements, company information and business model.		Proponent		
3. DTI registration (one copy, certified true copy)		DTI		
4. Local Business Permit (one copy, certified true copy)		LGU		
5. Environmental Compliance Certificate (one copy, certified true copy)		DENR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1. 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)		3 Working days	Division Chief, AFETD
	3. Assessment of request and delegation to technical staff			Supervising SRS, AFETD
2. Completion of the incomplete	4. Assessment of completeness of the documents. For			Technical Staff (Senior SRS), AFETD

document/s for resubmission.	incomplete documents, notification to applicant for resubmission.			
3. Preparation of presentation - Provision of data request - Revision of the proof of project sustainability	5. Preparation of Evaluation Report and endorsement letter for Supervisor's review and approval. For further 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		10 Working days	Technical Staff (Senior SRS), AFETD
	6. Report Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, AFETD
	7. Review validation report and recommend for the Director's approval of BOI endorsement		2 Working days	Division Chief, AFETD
	8. Review and approval of BOI endorsement		2 Working days	Director, EUMB
	9. Recording and transmittal of output			Office of the Director, EUMB
	10. Communication feedback to the client			Staff, AFETD
<b>Total Number of days</b>			<b>20 Working days</b>	



## 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.

<b>Office or Division:</b>	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government -2-Government			
<b>Who may avail:</b>	<p>*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.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>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.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Required Document Checklist		DOE EPSMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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		<i>*Processing will be placed on hold within</i>	

			<i>seven working days</i>	
	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"			
<b>Total Working Days</b>			<b>7 Working days</b>	



## 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.

<b>Office or Division:</b>	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government -2-Government			
<b>Who may avail:</b>	<p>*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.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>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.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Required Document Checklist		DOE EPSMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Participate in the conduct of virtual energy audit orientation	Conduct virtual energy audit orientation to participants from the government entities and LGUs	N/A	<i>Note: This is conducted prior to the virtual energy audit.</i>	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I
1. Client to provide assistance during EPSMD's	1.1 EPSMD conducts the energy audit		1 working day	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I

conduct of virtual energy audit				
	1.2 Review of completeness of the required documents of GEMP		<i>*Processing will be placed on hold within seven working days</i>	
	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"			
<b>Total Working Days</b>			<b>7 working days</b>	



## 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 who satisfies the requirements under the Department Circular No. DC2023-05-0009			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished training institution application form		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/RTI-Application">https://bit.ly/RTI-Application</a>		
2. One (1) Certified True Copy of Documents on Corporate Personality;		Client/Applicant		
3. One (1) Original Copy of List of Equipment /energy audit instruments and other instructional materials, whether owned or leased;				
4. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable);				
5. One (1) Original Copy of List of Trainings provided;				
6. One (1) Original Copy of Training Plan with corresponding number of days and fees;				
7. One (1) Copy of Proof of Payment of Ten Thousand Pesos (Php 10,000.00) for Application Fee for Recognition				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	
<b>20 Working days</b>				



# DEDICATED ELECTRIC VEHICLE OFFICE (DEVO)

## PROCESSES

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



## 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	EVCS Providers – Operator requesting DOE accreditation pursuant to EVIDA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/City level (new application): P5,000.00  (renewal): P2,600.00		
	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

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



## 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Service requesting DOE accreditation pursuant to EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)  (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of services offered and estimated fees (Annex of the 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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/ City level (new application): P5,000.00  (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			Treasury Division
	3.1 Assessment and evaluation of the application. 3.1.1 Preparation 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 Accreditation Certificate			Division Chief, DEVO
	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 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Supplier requesting DOE accreditation pursuant to EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)  (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (Annex of the 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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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  <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	National level (new application): P17,600.00  (renewal): P6,900.00		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/ City level (new application): P5,000.00  (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			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 Accreditation Certificate			Division Chief, DEVO
	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
<b>Total Number of days</b>			<b>7 Working days</b>	





# **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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid EVCS Provider – Operator Accreditation Certificate		Proponent		
2. Accomplished location map and photos of the EVCS facility/ies to operate (Annex of the Department Circular)		Proponent		
3. Accomplished EVCS specifications form (Annex of the 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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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 application per establishment  <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	New application: P5,400.00  Renewal: P2,900.00		Information Technology Management Section (ITMS),
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			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
Total Number of days.		7 Working days		



## 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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		3 Working days	Technical Staff (Senior SRS/ SRS II), 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 unbundled EVCS charging fee of the Director			Director, EUMB
3. 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
<b>Total Number of days</b>			<b>7 Working days</b>	



## 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator who are to adjust/update their charging fees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Adjustments to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
3. Duly accomplished explanation of the charging fees (Annex of the Department Circular)		Proponent		
4. Other document/s supporting the justification for 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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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
3. 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
<b>Total Number of days</b>			<b>7 Working days</b>	



## 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.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Highly Technical Transactions			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognize as EV			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice to the DOE through EUMB (Annex of the Department Circular)		Proponent		
2. Duly accomplished Specification Form (Annex of the 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)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			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
1. Application for Registration - Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator)	20 Working Days	Highly Technical
2. Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename	20 Working Days	Highly Technical
3. Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or Tradename	20 Working Days	Highly Technical
4. 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
5. Application for Registration by a Trademark Owner or Marketer – LPG Seal	20 Working Days	Highly Technical
6. Application for Registration – Bulk Consumer	20 Working Days	Highly Technical
7. 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
9. 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 the 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.: [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 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:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Refiller and Centralized LPG Piping System Owner/Operator
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 1 (1 copy)	RMMSCD <a href="#">Application Form (Annex 1)</a>
2. Company Profile	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)
6. Executive briefer of the facility for construction;	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:	
1. 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	<a href="#">Annex J</a>

absence thereof any internationally accepted codes or standards.				
2. This application shall be made on a per establishment construction;				
3. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;				
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;				
6. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
7. Refer to Sections 18 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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and			

	prepare Certificate of Registration as a registered entity			Science Research Specialist, Respective Division
	3.4 Review and recommend approval of the Certificate of Registration to applicant and recommend approval			Supervising SRS, Respective Division
	3.5 Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval			Division Chief, 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 Certificate of Registration	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 of Days			20 Working Days	



## 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 Business
Who May Avail:	Entities intending to sell a particular trademark or trade name via LPG filled cylinder.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 2 (1 copy)	RMMSCD <a href="#">Annex 2</a>
2. Company Profile	Provided by applicant
3. Executive briefer of the trademark or tradename	Provided by applicant
4. IPO Certificate of Registration	Intellectual Property Office (IPO)
5. 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 the start of commercial use of the Trademark or tradename;	
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 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
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Certificate of Registration to			<i>Division Chief, Respective Division</i>

		applicant and recommend approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>  <i>Director, OIMB-OD</i>  <i>Admin Staff, OIMB-OD</i>
	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 RMMSCD			
4	Receipt of signed Certificate of Registration	4.1	Release of application to client	None	<i>Admin Staff, Respective Division</i>
		4.2	File copy of the application and action for safekeeping		
Total Number of Days			20 Working 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:	Entities intending to engage in the business of Refilling LPG cylinders for third-party Trademark Owner or Marketer.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 3 (1 copy)	RMMSCD <a href="#">Annex 3</a>
2. 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
4. 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 - LPG Seal; and	Provided by applicant
7. 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 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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. 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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>  <i>Supervising SRS, Respective Division</i>  <i>Division Chief,</i>



	3.4	Review and recommend approval of Certificate of Registration to applicant and recommend approval		5 Working Days	Respective Division
	3.5	Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval			
	3.6	Review and endorse Certificate of Registration for Director's approval			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	None		Admin Staff, Respective Division
	4.2	File copy of the application and action for safekeeping			
Total Number of Days				20 Working 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 Business
Who May Avail:	Entities intending to engage in the business of selling LPG in cylinder.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 4 (1 copy)	RMMSCD <a href="#">Annex 4</a>
2. 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
5. DOE registration certificate - Trademark or tradename;	Provided by applicant
6. DOE registration certificate - LPG Seal; and	Provided by applicant
7. 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 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
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Certificate of			<i>Division Chief, Respective Division</i>

		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 Registration	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 of Days			20 Working 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

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the sale of LPG-filled cylinder with an LPG seal intended for a particular trademark or trade name.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 5 (1 copy)	RMMSCD <a href="#">Annex 5</a>
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;	Provided by applicant
3. 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
5. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
6. Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;	
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 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
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for			<i>Division Chief, Respective Division</i>

	approval of Certificate of Registration to applicant and recommend approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>  <i>Director, OIMB-OD</i>  <i>Admin Staff, OIMB-OD</i>
	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 RMMSCD			
4 Receipt of signed Certificate of Registration	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working 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

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the sale of LPG-filled cylinder with an LPG seal intended for a particular trademark or trade name.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 5 (1 copy)	RMMSCD <a href="#">Annex 5</a>
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;	Provided by applicant
3. 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
5. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
6. Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;	
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 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
1 File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval			<i>Division Chief, Respective Division</i>

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

*Assistant Director,  
OIMB-OD*

*Director,  
OIMB-OD*

*Admin Staff,  
OIMB-OD*

*Admin Staff,  
Respective  
Division*



## Application for Registration-Bulk Consumer

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:	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 REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 6 (1 copy)	RMMSCD <a href="#">Annex 6</a>
2. Company profile;	Provided by applicant
3. Executive briefer on the operation of the Bulk Consumer;	Provided by applicant
4. Site and facility layout plan with sufficient description and legends;	Provided by applicant
5. List of reference standards/codes used in the LPG facility; and	Provided by applicant
6. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. The LPG product, 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.	<a href="#">Annex J</a>
2. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of commercial use of LPG;	
3. 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;	
4. OIMB may further require a presentation on the details of application in a pre-application conference;	

5. Issuance of registration shall not be later than twenty (20) working days from receipt of application;				
6. Refer to Annex 6-A for the criteria to be considered as a Bulk consumer; and				
7. Refer to Sections 23 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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	5.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Bulk Consumer (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to respective division		15 Working Days	<i>Science Research Specialist, Respective Division</i>  <i>Supervising SRS, Respective Division</i>  <i>Division Chief, Respective Division</i>
	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			

	3.5. Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval		5 Working Days	
	3.6. Review and endorse application for Director's approval			Assistant Director, OIMB-OD
	3.7. Review and approval of Acknowledgement letter to applicant as a registered entity			Director, OIMB-OD
	3.8. Release of signed Acknowledgement letter to RMMSCD			Admin Staff, OIMB-OD
4 Receipt of signed 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 of Days			20 Working Days	



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

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 – 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.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form – Annex C (1 copy)		RMMSCD <a href="#">Application Form (Annex C)</a>	
2. Checklist of Requirements – Annex C-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (C1 – C4)</a>	
3. Company Profile Form – Annex C-2 (1 copy)			
4. List of motor vehicle per company or establishment basis with supporting documents - Annex C-3			
5. List of marine vessel per company or establishment basis with supporting document - Annex C-4			
6. Attached Supporting Documents:			
6.1. Executive briefer of operation;		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);		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.4. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.6. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)	
6.7. Certificate of registration and official receipt per motor vehicle from LTO with		Land Transportation Office (LTO)	

picture of the front of vehicle with plate number;				
6.8. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)		
6.9. Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel.		Maritime Industry Authority (MARINA)		
6.10. Fire prevention and response manual for motor vehicle;		Provided by applicant		
6.11. Fire prevention and response manual for marine vessel;		Provided by applicant		
6.12. Notarized certification on the supplier's contract/agreement;		Provided by applicant		
6.13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;		Provided by applicant		
6.14. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address;		Provided by applicant		
6.15. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;		DOE – Office of the Legal Services		
6.16. Notarized company secretary's certificate for authorized representative and signatory; and		Provided by applicant		
6.17. 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 Independent Hauler of LPG in cylinder or in Cartridge;		RMMSCD Section 29.2 - <a href="#">Annexes ARB4 to 7 Annual Reports - Independent Hauler of LPG in Cylinder and/or Cartridge</a>		
3. 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 <a href="#">Annex J</a>		
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD <a href="#">Annex L</a>		
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			<i>Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>
	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			
	4.6	None	5 Working days	Division Chief Respective Division  Assistant Director, OIMB-OD  Director, OIMB-OD
	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			
	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	None		Admin Staff, Respective Division
	5.2. File copy of the application and action for safekeeping			
Total Number of Days		20 Working Days		



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

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 – Retail Market Monitoring and Special Concerns Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Entities intending to engage as Trademark Owner or Marketer.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form – Annex D (1 copy)		RMMSCD <a href="#">Application Form (Annex D)</a>	
2. Checklist of Requirements – Annex D-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (D1 – D5)</a>	
3. Company Profile Form – Annex D-2 (1 copy)			
4. Establishment Profile Form - Annex D-3			
5. Inventory of LPG Cylinders - Annex D-4			
6. List of Transport Motor Vehicle – Annex D-5			
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. IPO certificate of registration;		Intellectual Property Office (IPO) Provided by applicant	
7.5. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
7.6. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
7.7. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
7.8. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)	
7.9. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)	
7.10. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)	

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:	
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 Marketer;	RMMSCD <a href="#">Section 29.3 - Annexes ARC 1 to 6 - Annual Reports - Trademark owner or Marketer</a>
3. 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 <a href="#">Annex J</a>
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD <a href="#">Annex L</a>

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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	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			<i>Science Research Specialist,</i>

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



## Issuance of License to Operate (LTO) for LPG Refiller

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 – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as LPG Refiller.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex E (1 copy)		RMMSCD <a href="#">Application Form (Annex E)</a>
2. Checklist of Requirements – Annex E-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (E1 – E4)</a>
3. Company Profile Form – Annex E-2 (1 copy)		
4. Establishment Profile Form - Annex E-3		
5. Inventory of LPG Cylinders - Annex E-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;		Provided by applicant
6.2. Scaled layout plan of the establishment;		Provided by applicant
6.3. 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)
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
6.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)
6.8. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)
6.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)
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. 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: 6.17.1 Full and front and back views of establishment; 6.17.2 Measuring Device/s; 6.17.3 LPG cylinders; 6.17.4 Safety and informational signs; and 6.17.5 Display board showing the Facility registered business name and address.	Provided by applicant
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
3. 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 <a href="#">Annex J</a>
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD <a href="#">Annex L</a>

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	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>



	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	None	5 Working days	Assistant Director, OIMB-OD
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			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 client	None		Admin Staff, Respective Division
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



## Issuance of License to Operate (LTO) for LPG Dealer

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 – Retail Market Monitoring and Special Concerns Division		
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 <a href="#">Application Form (Annex F)</a>	
2. Checklist of Requirements – Annex F-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (F1 – F5)</a>	
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;		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 business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
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 from LTO with		Land Transportation Office (LTO)	

picture of the front of vehicle with plate number;	
7.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.10. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
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 DOE recognized training organization;	Provided by applicant
7.13 Latest digital photographs (5R Size with date/time stamp) showing the following: 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.	Provided by applicant
7.13. Fire prevention and response manual;	Provided by applicant
7.14. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.15. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
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 Requirements as Trademark Owner or Marketer;	RMMSCD <a href="#">Section 29.5 - Annexes ARE 1 to 5 - Annual Reports – LPG Dealer</a>
3. 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 <a href="#">Annex J</a>
4. Price Display Board Template	RMMSCD <a href="#">Annex K</a>

5. Prohibited Acts and Penalties for Registration and LTO		RMMSCD <a href="#">Annex L</a>		
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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective			<i>Admin Staff Respective Division</i>

	section/ personnel		15 Working Days	
	4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			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	None	5 Working days	Assistant Director, OIMB-OD
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			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	5.1. Release of application to client	None		Admin Staff,

Acknowledgement Letter	5.2. File copy of the application and action for safekeeping			<i>Respective Division</i>
Total Number of Days		20 Working Days		



## Issuance of License to Operate (LTO) for LPG Retailer

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 – Retail Market Monitoring and Special Concerns Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Entities intending to engage as LPG Retailer.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form – Annex G (1 copy)		RMMSCD <a href="#">Application Form (Annex G)</a>	
2. Checklist of Requirements – Annex G-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (G1 – G5)</a>	
3. Company Profile Form – Annex G-2 (1 copy)			
4. Outlet Profile Form - Annex G-3			
5. List of transport motor vehicle per total company basis with supporting documents - Annex G-4			
6. Typical Retail Outlet Layout Design – Annex G-5			
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 business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
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 from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)	
7.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)	

7.10 Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
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 DOE recognized training organization;	Provided by applicant
7.13 Latest digital photographs (5R Size with date/time stamp) showing the following: 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.	Provided by applicant
7.14 Fire prevention and response manual;	Provided by applicant
7.15 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.16 Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
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 Marketer;	<a href="#">RMMSCD - Section 29.6 - Annexes ARF 1 to 5 - Annual Reports – LPG Retailer</a>
3. Retail Outlet Classification and Maximum Floor Stock Requirement	RMMSCD <a href="#">Annex G-6</a>
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 promulgated PNS or in the absence thereof any internationally accepted codes or standards.	RMMSCD <a href="#">Annex J</a>
5. Price Display Board Template	RMMSCD <a href="#">Annex K</a>
6. Prohibited Acts and Penalties for Registration and LTO	RMMSCD <a href="#">Annex L</a>



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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>
	4.4. Review and recommend			<i>Supervising SRS</i>

	approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Respective Division</i>
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief Respective Division</i>
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	None	5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Director, OIMB-OD</i>
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number 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](#)

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 – Retail Market Monitoring and Special Concerns Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Entities intending to engage as Auto-LPG Dispensing Station Owner/Operator.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form – Annex H (1 copy)		RMMSCD <a href="#">Application Form (Annex H)</a>	
2. Checklist of Requirements – Annex H-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (H1 – H4)</a>	
3. Company Profile Form – Annex H-2 (1 copy)			
4. Establishment Profile Form - Annex H-3			
5. List of motor vehicle per total company basis with supporting documents - Annex H-4			
6. Attached Supporting Documents:			
6.1. Executive briefer of operation;		Provided by applicant	
6.2. Scaled layout plan of the establishment;		Provided by applicant	
6.3. 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)	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)	
6.8. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)	

6.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
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; 6.16.3. Safety and informational signs; and 6.16.4. Display board showing the Facility registered business name and address.	Provided by applicant
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 Trademark Owner or Marketer;	RMMSCD <a href="#">Section 29.4 - Annexes ARG 1 to 4 - Annual Reports – Auto-LPG</a>
3. 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 <a href="#">Annex J</a>

thereof any internationally accepted codes or standards.				
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD <a href="#">Annex L</a>		
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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division	None		<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation			<i>Science Research Specialist,</i>

	sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	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			Assistant Director, OIMB-OD
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant	5 Working days	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 Acknowledgement Letter	5.1. Release of application to client	None		Admin Staff, Respective Division
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



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

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 – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as Centralized LPG Piping System Owner/Operator.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex I (1 copy)		RMMSCD <a href="#">Application Form (Annex I)</a>
2. Checklist of Requirements – Annex I-1 (1 copy)		RMMSCD <a href="#">Checklist of Requirements (I1 – I4)</a>
3. Company Profile Form – Annex I-2 (1 copy)		
4. Establishment Profile Form - Annex H-3		
5. List of motor vehicle per total company basis with supporting documents - Annex I-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;		Provided by applicant
6.2. Scaled layout plan of the establishment;		Provided by applicant
6.3. 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)
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
6.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)
a. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)
b. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)

c. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
d. 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
l. 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
n. 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:	
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 Marketer;	RMMSCD <a href="#">Section 29.4 - Annexes ARH 1 to 4 - Annual Reports – Centralized LPG Piping System Owner/Operator</a>
3. 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 <a href="#">Annex J</a>



thereof any internationally accepted codes or standards.				
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD <a href="#">Annex L</a>		
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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>

	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.	None	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			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 Acknowledgement Letter		5.1. Release of application to client	None
5.2. File copy of the application and action for safekeeping				
Total Number 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 Bureau		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
I. Prior Notice			
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant <ul style="list-style-type: none"><li><a href="#">Hauler Application Form (Revised).pdf</a></li></ul>	
a. Business name, address, telephone number, fax number and e-mail address of the business office;			
b. Location and complete address of the establishment; and			
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative			
II. Supporting Documents (Certified True Copies)			
1. LTO OR/CR of Tank Truck/s		LTO	
2. DOST Calibration Certificate for the Tank Truck/s		DOST	
3. 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 documents shall be presented to OIMB 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 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		<i>Officer of the day</i> 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
3. 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		<i>Admin Staff</i> Office of the Division Chief
	3.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	3.5 Review and endorsement of application for Director's approval	None	5 Working days	<i>Assistant Director</i> 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		<i>Admin Staff Respective Division</i>
	4.3 Release of application to client a. File copy of the application and action for safekeeping	None		<i>Admin Staff Respective Division</i>
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/emergency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. For 1st Issuance (Initial 15 days of operation)		Provided by applicant <a href="#">7 TERO Application Form (Revised).pdf</a>	
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 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/cooperative			
2. Written notice to OIMB with endorsement from LGU or LDRRMC (1 copy)		LGU or LDRRMC	
3. Notarized Certification of Compliance to Addendum to Rule IV of DC2017-11-0011 or "Revised Retail Rules" by the Engineering Procurement Installation/Construction Contractor and dealer/retailer		Engineering Procurement Construction Contractor	
4. For Extension			
4.1 Justification for extension of operation (1 copy)		Provided by Applicant	
5. Endorsement from LGU or LDRRMC (1 copy)		LGU or LDRRMC	
Notes			
1. Original copy of the above documents shall be presented to OIMB 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 Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirements	None		Staff, Oil Industry Management 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”

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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
I. Prior Notice			
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant (see Application Form) <ul style="list-style-type: none"><li><a href="#">COC Application Form (Revised).pdf</a></li></ul>	
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. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant (see Undertaking Form) <ul style="list-style-type: none"><li><a href="#">COC Undertaking Form.pdf</a></li></ul>	
II. Supporting Documents for 1 <sup>st</sup> Issuance			
1. 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	
2. 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 a copy of valid PRC ID and/or Basic Occupational Safety and Health Certificate (1 copy)		Engineering Procurement Construction Contractor	
3. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)		Provided by applicant	



4. 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
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	
6. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
7. Payment of fee – Official Receipt or Bank Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
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 Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No Pending Case (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	
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 <sup>th</sup> day of January)	

1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant (see Reportorial Form) <ul style="list-style-type: none"><li><a href="#">Data on Running Inventory for the Year.pdf</a></li></ul>			
2. 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			
Notes				
1. Original copy of the above documents shall be presented to OIMB 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 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		<i>Officer of the day</i> Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	2.2 Checking of 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	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i> 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		<i>Admin Staff</i> Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	<i>Assistant Director</i> 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		<i>Admin Staff</i> Respective Division
	6.3 Release of application to client  a. File copy of the application and action for safekeeping	None		<i>Admin Staff</i> Respective Division
Total Number of Days			20 Working 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 own-use operation pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau		
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			
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			
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: Provided by applicant		Provided by applicant		
10.1 Full/front, right, and left side views of the facility				
10.2 Required stickers/labels for RON, E10 and B2, among others				
10.3 Safety and informational signs				
11. DOE COC/LTO Clearance of No Pending Case (1 copy)		Legal Services		
12. Payment of fee – Official Receipt or Bank Transaction Slip		Provided by applicant		
Notes:				
1. Original copy of the above documents shall be presented to OIMB 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 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		<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		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1. Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i> 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	<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		<i>Admin Staff</i> Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	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		<i>Director</i> 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		<i>Admin Staff</i> Respective Division
	6.3 Release of application to client	None		<i>Admin Staff</i> Respective Division
	6.4 File copy of the 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 serve the fuel requirements of marine vessels		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
I. Prior Notice			
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant (see Application Form) <ul style="list-style-type: none"><li><a href="#">MRO Application Form (Revised).pdf</a></li></ul>	
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. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant (see Undertaking Form) <ul style="list-style-type: none"><li><a href="#">MRO Undertaking Form.pdf</a></li></ul>	
II. Supporting Documents for 1st Issuance			
1. 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	
2. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the issued by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by a copy of valid PRC ID and/or Basic Occupational Safety and Health Certificate (1 copy)		Engineering Procurement Construction Contractor	
3. Manufacturer's safety certification on the storage tank (1 copy)		Manufacturer	



4. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
5. 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
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 Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
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 Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No Pending Case (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	
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 30th day of January)				
1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant <ul style="list-style-type: none"><li>• <a href="#">Data on Running Inventory for the Year.pdf</a></li></ul>			
2. 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			
Notes				
1. Original copy of the above documents shall be presented to OIMB 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 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		<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, indicate continue processing of COC 2.3 If with pending case, indicate hold in abeyance processing of COC	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry	3.1 Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i>

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	Admin Staff 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		Director 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 REQUIREMENTS		WHERE TO SECURE	
I. Prior Notice			
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant <ul style="list-style-type: none"><li>• <a href="#">TSRO Application Form (Revised).pdf</a></li></ul>	
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. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant <ul style="list-style-type: none"><li>• <a href="#">TSRO Undertaking Form.pdf</a></li></ul>	
II. Supporting Documents for 1st Issuance			
1. 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	
2. 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	
3. 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 copy)	Provided by applicant
5. 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
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 Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
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 Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No 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				
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 30th day of January)				
1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant <ul style="list-style-type: none"><li>• <a href="#">Data on Running Inventory for the Year.pdf</a></li></ul>			
2. 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			
Notes				
1. Original copy of the above documents shall be presented to OIMB 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 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		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, 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
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		<i>Cashier</i> 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		<i>Admin Staff</i> Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	<i>Assistant Director</i> 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		<i>Admin Staff</i> Office of the Bureau Director
	5.8 Encoding of COC	None		<i>Admin Staff</i> 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		<i>Admin Staff</i> Respective Division
Total Number of Days			20 Working 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

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 7 (1 copy)	RMMSCD/OICMD <a href="#">Annex 7</a>
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)
8. 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
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Science Research Specialist, Respective Division</i>
	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			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			<i>Division Chief, Respective Division</i>
	3.6 Review and endorse Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo for Director's approval			<i>Assistant Director, OIMB-OD</i>  <i>Director, OIMB-OD</i>  <i>Admin Staff, OIMB-OD</i>
	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 of Registration, Evaluation Sheet and Endorsement Memo to OICMD			
4. Receipt of signed	4.2 Release of application to client	None	5 Working Days	<i>Admin Staff,</i>

Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2 File copy of the application and action for safekeeping			<i>Respective Division</i>
Total Number 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

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 1 (1 copy)	OICMD <a href="#">Application Form (Annex 1)</a>
2. Company Profile	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)
6. Executive briefer of the facility for construction;	Provided by applicant
7. 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:	
1. 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	<a href="#">Annex J</a>

promulgated PNS or in the absence thereof any internationally accepted codes or standards.				
2. This application shall be made on a per establishment construction;				
3. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;				
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;				
6. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
7. Refer to Sections 18 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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to			<i>Admin Staff, OIMB-OD</i>



	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			
	3.4. Review and recommend approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval		15 Working Days	<i>Admin Staff, Respective Division</i>  <i>Science Research Specialist, Respective Division</i>  <i>Supervising SRS, Respective Division</i>  <i>Division Chief, Respective Division</i>
	3.5. Review and endorse to OBD for 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		5 Working Days	<i>Assistant Director, OIMB-OD</i>

	of Registration, Evaluation Sheet and Endorsement Memo for Director's approval			<i>Director, OIMB-OD</i>
	3.7. Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity			<i>Admin Staff, OIMB-OD</i>
	3.8. Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			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 and Monitoring Division (OICMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form – Annex A ( <i>For all types of business activity</i> ) (1 copy)	OICMD <a href="#">Application Form (Annex A - LTO)</a>
2. Checklist of Requirements – Annex A-1 ( <i>For all types of business activity</i> )	OICMD <a href="#">Checklist of Requirements (Annex A1 – A6)</a>
3. Company Profile Form – Annex A-2 ( <i>For all types of business activity</i> ) (1 copy)	
4. Refinery Profile Form – Annex A-3 ( <i>For Refiner</i> ) (1 copy)	
5. Import Terminal/ Depot Profile Form – Annex A-4 ( <i>For all types of business activity</i> ) (1 copy)	
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 Documents for Refiner, Importer, Bunker Trader or Own User	
8.1.1. Executive briefer of operation (1 copy)	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 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
8.1.6. Bureau of Internal Revenue (BIR) Permits:	

8.1.6.1. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
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 applicable</i> ) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
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 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 Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Provided by Applicant
8.5.8. 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)
8.5.9. 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)
8.5.10. Occupancy Permit for the office building, storage and blending facility from the concerned city or municipality; and (1 copy)	Local Government Unit (LGU)
8.5.11. 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)
8.6. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	DOE – Office of the Legal Services
8.7. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	Provided by applicant
8.8. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
8.8. Proof of Payment of Application Fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents:	
2. For License to Operate for Independent Bulk LPG Hauler, please refer to the requirements in Annex B, B-1 to B-4 (Citizen's Charter – NTEB/LTO - HS)	
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with <a href="#">Annex J - List of reference standards/codes</a> based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	
4. Prohibited Acts and Penalties for Registration and LTO – <a href="#">Annex L</a>	
5. Submission of Monthly, Quarterly, and Special Reportorial Requirements to the OICMD.	
Reportorial Requirements	WHERE TO SECURE
a) Monthly Reports	OICMD - <a href="#">Section 27 - Annexes MRA to MRJ Monthly Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler &amp; Terminal-Depot Owner Operator</a>

b) Quarterly Reports		OICMD - <a href="#">Section 28 - Annex QRA Quarterly Report - Terminal-Depot Owner-Operator</a>		
c) Special Reports		OICMD - <a href="#">Section 30 - Annexes SRA to SRB Special Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler &amp; Terminal-Depot Owner Operator</a>		
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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division	None	15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	4.3 Evaluate/process application and prepare evaluation			

	sheet, License to Operate (LTO), and transmittal letter to applicant.				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				Director, OIMB-OD
	4.8 Release of signed LTO, evaluation sheet, and transmittal letter to OICMD				Admin Staff, OIMB-OD Director
5. Receipt of signed LTO and Transmittal Letter	5.1 Release of application to client	None		Admin Staff, Respective Division	
	5.2 File copy of the application and action for safekeeping				
Total Number of Days			20 Working Days		





## 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 Competition and Monitoring Division (OICMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the downstream oil industry as Independent Bulk LPG Hauler.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form - Annex B (1 copy)	OICMD <a href="#">Application Form (Annex B)</a>
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex B1 – B4)</a>
3. Company Profile Form – Annex B-2 (1 copy)	
4. List of transport motor vehicle per total company basis with supporting documents - Annex B-3;	
5. List of transport marine vessel per total company basis with supporting document - Annex B-4; and	
6. Attached Supporting Documents:	
6.1. Executive briefer of operation; (1 copy)	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 Exchange Commission Articles of Incorporation (if applicable) (1 copy)	Securities and Exchange Commission (SEC)
6.4. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1 copy)	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
6.5. Bureau of Internal Revenue Registration for the applied business activity (1 copy)	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:	
1. 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 - <a href="#">Section 29.2 - Annexes ARB, 1 to 3 Annual Reports - Bulk LPG Hauler</a>

3. 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.		OICMD <a href="#">Annex J</a>		
4. Prohibited Acts and Penalties for Registration and LTO		OICMD <a href="#">Annex L</a>		
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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to			

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



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

Department Circular No.: [DC 2021-09-0021](#)

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-Business
Who May Avail:	Entities intending to engage in the downstream oil industry as Hauling Services
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form - Annex B (1 copy)	OICMD <a href="#">Application Form (Annex B - HS)</a>
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex B1 - B2)</a>
3. Company Profile Form – Annex B-2 (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex B1 - B2)</a>
4. Attached Supporting Documents:	
4.1. Executive briefer of operation; (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 Exchange Commission Articles of Incorporation (if applicable) (1 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 per transport vehicle from the Department of Science and Technology (1 copy)	Department of Science and Technology (DOST)

4.9 Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1 copy)		Maritime Industry Authority (MARINA)		
4.10. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1 copy)		Philippine Ports Authority (PPA)		
4.11. Fire prevention and response manual for transport vehicle (1 copy)		Applicant		
4.12. Fire prevention and response manual for transport vessel (1 copy)		Applicant		
4.13. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1 copy)		Applicant		
4.14. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1 copy)		Applicant		
4.15. Company Secretary's Certificate for Authorized Representative and Signatory and (1 copy)		Applicant		
4.16. Proof of Payment of Application Fee (1 copy)		Applicant <a href="#">DOE bank account details (for online payment)</a>		
Notes:				
1. Submit one (1) Certified True Copy of all the required supporting documents;		Applicant		
2. Submission of Reportorial Requirements as Hauler		OICMD - <a href="#">Hauler - Reportorial Formats</a>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.4 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to OIMB with copy of official receipt	3.1 Official receipt of application	None	1 Working Day	<i>Admin Staff, OIMB-OD</i>
	3.1.1 Endorse application to OIMB			



	3.8	Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>  <i>Director, OIMB-OD</i>   <i>Admin Staff, OIMB-OD</i>
	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 OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.1.	Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2	File copy of the application and action for safekeeping			
Total Number of Days			7 Working 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 engage in any activity or business in the downstream oil industry
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form – Annex A ( <i>For all types of business activity</i> ) (1 copy)	OICMD <a href="#">Application Form (Annex A - LPP)</a>
2. Checklist of Requirements – Annex A-1 ( <i>For all types of business activity</i> )	OICMD <a href="#">Checklist of Requirements (Annex A1 - A4)</a>
3. Company Profile Form – Annex A-2 ( <i>For all types of business activity</i> ) (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex A1 - A4)</a>
4. Refinery Profile Form – Annex A-3 ( <i>For Refiner</i> ) (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex A1 - A4)</a>
5. Import Terminal/ Depot Profile Form – Annex A-4 ( <i>For all types of business activity</i> ) (1 copy)	OICMD <a href="#">Checklist of Requirements (Annex A1 - A4)</a>
6. Attached Supporting Documents:	
6.1. Supporting Documents for Refiner, Importer, Bunker Trader or Own User	
6.1.1. Executive briefer of operation (1 copy)	Applicant
6.1.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry ( <i>whichever is applicable</i> ) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.1.3. Securities and Exchange Commission Articles of Incorporation ( <i>if applicable</i> ) (1 copy)	Securities and Exchange Commission
6.1.4. Business/Mayor's Permit or Peza Certificate for the applied business activity (1 copy)	Local Government Unit
6.1.5. Certificate of Accreditation as Importer from the Bureau of Customs (1 copy)	Bureau of Customs
6.1.6. Bureau of Internal Revenue (BIR) Permits:	
6.1.6.1. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
6.1.6.2. Permit to Import Petroleum Products subject to Excise Tax (1 copy)	Bureau of Internal Revenue (BIR)
6.1.6.3. Permit to Operate storage facility/ies (1 copy)	Bureau of Internal Revenue (BIR)

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

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)

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)			
6.6. Company Secretary's Certificate for authorized representative and signatory; and (1 copy)	Applicant			
6.7. Proof of Payment of Application Fee.	Applicant <a href="#">DOE bank account details (for online payment)</a>			
Notes:				
1. Submit one (1) Certified True Copy of all the required supporting documents:				
2. The Applicant must also apply for the accreditation as Downstream Oil Industry Biofuel Participant under the DOE DC No. 2021-06-0014 if engaged in importation for sale or own use of Gasoline or Diesel in compliance to the Biofuels Act; <a href="#">Citizens Charter - CARB</a>				
3. The Applicant shall be issued likewise with License to Operate if engaged in refining, importation, bulk distribution and terminal operation of Liquefied Petroleum Gas LPG) in compliance to DOE DC No. 2022-11-0037				
4. For Notice to Engage in the Downstream Oil Industry Business - Hauling Services, please refer to the requirements in Annex B, B-1, and B-2 ( <a href="#">Citizens Charter - NTEB - HS</a> ) and				
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. ( <a href="#">Citizens Charter - NTEB - HS</a> )				
6. Submission of Reportorial Requirements per Registered Activity				
REGISTERED ACTIVITY	WHERE TO SECURE			
a) Refiner	OICMD - <a href="#">Refiner - Reportorial Formats</a>			
b) Importer	OICMD - <a href="#">Importer - Reportorial Formats</a>			
c) Bulk Distributor	OICMD - <a href="#">Bulk Distributor - Reportorial Formats</a>			
d) Bunker Trader	OICMD - <a href="#">Bunker Trader - Reportorial Formats</a>			
e) Terminal Operator/Lessor	OICMD - <a href="#">Terminal Operator/Lessor - Reportorial Formats</a>			
f) Own-User	OICMD - <a href="#">Own-User - Reportorial Formats</a>			
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	Php. 1,400.00		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working Day	<i>Admin Staff, OIMB-OD  Admin Staff, OIMB</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division			
	3.3 Receive application and assign to respective section/ personnel		4 Working Days	<i>Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division</i>
	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			

	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		2 Working Days	Assistant Director, OIMB-OD  Director, OIMB-OD  Admin Staff, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
	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 OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	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 of Days			7 Working Days		



## 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 Division (OICMD)		
Classification:	Complex		
Type of Transaction:	External		
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry with the following activities: 1. All Refiners and Importers who are engaged in the sale of gasoline and diesel in the Philippines; 2. Refiners and Importers who are engaged in the importation of bioethanol for domestic sale to other Importers or Refiners; 3. Own users who import gasoline or diesel for own use		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Written request for Accreditation (1 copy)		DOE-OIMB (Annex A-Application form) <a href="#">Annex A - Template Form (New)</a>	
2. Supporting Documents for Initial Issuance			
2.1 Photocopy of DOE acknowledgment letter indicating that the Applicant is a duly acknowledged DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 (1 copy)		Applicant	
2.2 Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by BIR (1 copy)		Bureau of Internal Revenue (BIR)	
2.3 Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or FAME-Blended Diesel Oil (B2) issued by BIR (1 copy)		Bureau of Internal Revenue (BIR)	
2.4 Certified true copy of Permit to 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)		Bureau of Internal Revenue (BIR)	
2.5 Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay-out plan with corresponding pictures (1 copy)		Applicant	

2.6 List of retail outlets, either company-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)	Applicant
2.7 For first time Gasoline Refiner or Importer, 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)	Applicant
3. Supporting Documents for Renewal	
3.1. Written request for renewal of Accreditation	DOE-OIMB (Annex B-Application form) <a href="#">Annex B - Template Form (Renewal)</a>
3.2. Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)
3.3. Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or Biodiesel-blended Diesel (FAME-Blended Diesel Oil) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)
3.4. Certified true copy of Permit to 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)	Bureau of Internal Revenue (BIR)
3.5. Notarized undertaking of the availability of blending facility, either owned or on lease, attached with layout plan with corresponding pictures (1 copy)	Applicant
3.6. List of retail outlets, either company-owned, on joint venture or on supply-	Applicant



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)				
4. Notes				
4.1. 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)		Applicant		
4.2. Submission of Monthly and Quarterly Reportorial Requirements		OICMD <a href="#">Monthly (MR) and Quarterly (QR) Formats</a>		
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 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client.	None		<i>Officer of the day/Assigned Processor</i> Oil Industry Management Bureau
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Application Fee – Php 1000.00 – Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant		<i>Cashier</i> Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working day	<i>Admin Staff, OIMB-OD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division			<i>Admin Staff, OIMB</i>
	3.4 Receive application and assign to respective section/ personnel			

	3.5 Evaluate/process application and prepare Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo as a registered entity		4 Working days	<i>Science Research Specialist, Respective Division</i>
	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 Accreditation, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			
	3.7 Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			
	3.8 Review and endorse application for Director's approval		2 Working days	<i>Assistant Director, OIMB-OD</i>
	3.9 Review and approval of Transmittal Letter, Certificate of			

	Accreditation, Evaluation Sheet and Endorsement Memo to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.10 Release of signed Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to OICMD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None	<i>Admin Staff Respective Division</i>
Total Number of Days			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 Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Purchase Locally-Sourced Bioethanol or Biodiesel		OICMD - <a href="#">..\Annex D-Template form for Notices - Notice to Purchase Locally- Sourced Bioethanol or Biodiesel.doc</a>		
2. Certified True Copy of Proforma Invoice (1 copy)		Provided by Local Producer		
3. Photocopy of the LMA Issued by OIMB for the applied quarter (Bioethanol)		From OIMB, DOE		
4. Certified true copy of the Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by the Bioethanol or Biodiesel producer		Provided by Local Producer		
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		<i>Officer of the day/Assigned Processor, Respective Division</i>
	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 980.00		Collecting Officer, Treasury Division
3. Submit application to OIMB with copy of official receipt	3.1 Official receipt of application	None	0.5 Working Day	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	None	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			Science Research Specialist  Supervising SRS  Division Chief, Respective Division
	3.5 Review and endorse application for Director's approval		2 Working Days	Assistant Director, OIMB-OD  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. 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 of Days			7 Working Days	

REPORTORIAL REQUIREMENTS	WHERE TO SECURE
1. Monthly Reports – due every 20 <sup>th</sup> day of the month succeeding the reporting month	OICMD - <a href="#">..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-C MRB.xlsx</a>
2. Quarterly Reports – due NLT the 20 <sup>th</sup> day of the month after the covered quarter	OICMD - <a href="#">..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx</a>
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 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-Business		
Who May Avail:	Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products for sale or own use		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice Application of Import for Sale or For Own Use – Liquid Petroleum Products		OICMD - <a href="#">ANNEX D Notice to Import for Sale of Own Use - Liquid Petroleum Products.docx</a>	
2. Certified True Copy of the Proforma Invoice (1 copy)		Provided by supplier	
3. Certified True Copy of the Certificate of Quality from the Supplier (1 copy)			
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	
5. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents.		Provided by supplier	

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, Respective Division
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
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 of official receipt	3.1 Official receipt of application	None	0.5 Working Days	Admin Staff OIMB-OD
	3.2 Receive application and assign to respective division	None	4.5 Working Days	Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel	None		Admin Staff, Respective Division
	3.3 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			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	None		Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reportorial Requirements – due every 20 <sup>th</sup> day of the month succeeding the reporting month		OICMD - <a href="#">..\Annexes - Monthly Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx</a>		
2. Annual Reportorial Requirements – due NLT the 20 <sup>th</sup> day of January the succeeding year		OICMD - <a href="#">..\Annexes - Annual Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx</a>		
3. Special Reportorial Requirements – due dates are dependent on the type of Special Report		OICMD - <a href="#">..\Annexes - Special Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx</a>		
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 Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Local Purchase/Sale Imported Bioethanol		OICMD - <a href="#">Annex E-Template form for Notices - Notice to Sell or Purchase Imported Bioethanol.doc</a>		
2. Certified True Copy of Proforma Invoice (1 copy)		Provided by Supplier		
3. Certified True Copy of BIR Permit to Purchase or Sell (whichever is applicable) Imported Bioethanol		Provided by BIR		
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, Respective Division
	1.2 If complete, issue order of payment for fees (Treasury)			

	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	None	0.5 Working Day	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	None	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			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		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reports – due every 20 <sup>th</sup> day of the month succeeding the reporting month		OICMD - <a href="#">..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-B MRE-D.xlsx</a>		
2. Quarterly Reports – due NLT the 20 <sup>th</sup> day of the month after the covered quarter		<a href="#">OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx</a>		
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 Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Import Bioethanol		OICMD - <a href="#">Annex C-Template form for Notices - Notice to Import Bioethanol.doc</a>		
2. Certified True Copy of Proforma Invoice (1 copy)		Provided by Supplier		
3. Photocopy of the Notice of Quarterly Projected Sales of E-Gasoline for the applied quarter		Provided by Importer		
4. Certified true copy of the Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by Refiner or Importer		Provided by Importer		
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, Respective Division
	1.2 If complete, issue order of payment for fees (Treasury)			

	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 of official receipt	3.1 Official receipt of application	None	0.5 Working Day	Admin Staff OIMB-OD	
	3.2 Receive application and assign to respective division		4.5 Working Days	Admin Staff OIMB-OD	
	3.3 Receive application and assign to respective section/ personnel	None		Admin Staff, Respective Division	
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			Science Research Specialist  Supervising SRS  Division Chief, Respective Division	
	3.5 Review and endorse application for Director's approval			2 Working Days	Assistant Director, OIMB-OD  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. 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 of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reports – due every 20 <sup>th</sup> day of the month succeeding the reporting month		OICMD - <a href="#">..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014.MRE-A.xlsx</a>		
2. Quarterly Reports – due every 20 <sup>th</sup> day of the first month of the quarter		OICMD - <a href="#">..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx</a>		
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 Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Importer or Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products and bioethanol for sample testing			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol		OICMD - <a href="#">..ANNEX E_ Application Form for Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol.docx</a>		
2. Certified True Copy of the Proforma Invoice (1 copy)		Provided by supplier		
3. Certified True copy of Certificate of Quality (1 copy)				
4. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents		Provided by the Supplier		
5. Airway Bill/Bill of Lading		Provided by supplier		
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, Respective Division
	1.2 If complete, issue order of			



	payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
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 of official receipt	3.1 Official receipt of application	None	0.5 Working Days	Admin Staff OIMB-OD
	3.2 Receive application and assign to respective division	None	4.5 Working Days	Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel	None		Admin Staff, Respective Division
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			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			
	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 Number of Days			7 Working 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 the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)		OICMD			
2. Written Request for Endorsement (1 copy)		OICMD - <a href="#">Written Request - Annex A</a>			
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1 copy)		Applicant			
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of		Applicant			
Notes					
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant			
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. (1 copy)		Applicant			
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		<i>Officer of the day/Assigned Processor</i>

	1.2 If complete, issue Order of Payment for fees (Treasury) If incomplete, return to client.			Oil Industry Management Bureau
2. Pay applicable fees	2.1. Process payment and issue Official Receipt	Application Fee – Php. 1,000.00		Cashier Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working days	Admin Staff, OIMB-OD
	3.2 Endorse application to OIMB			Admin Staff, OIMB
	3.3 Receive application and assign to respective division		14.5 Working days	Science Research Specialist, Respective Division
	3.4 Receive application and assign to respective section/ personnel			Supervising SRS, Respective Division
	3.5 Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant			Division Chief, Respective Division
	3.6 May require applicant to submit additional data/ information in support to the DOE 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 and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working days	Assistant Director, OIMB-OD  Director, OIMB-OD  Admin Staff, OIMB-OD
	3.10	Approval of MOA, EC & Acknowledgement letter			
	3.11	Release of approved MOA, EC & Acknowledgement letter to OICMD			
4. Receipt of signed 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 of Days			20 Working Days		



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

### [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 the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)		OICMD	
2. Written Request for Endorsement (1 copy)		OICMD - <a href="#">Written Request - Annex A</a> (Detailed description of the project including investment plan)	
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1 copy)		Applicant	
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of		Applicant	
Notes			
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant	
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. (1 copy)		Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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: <a href="mailto:rescandor@doe.gov.ph">rescandor@doe.gov.ph</a> and/or <a href="mailto:oicmd-demand@doe.gov.ph">oicmd-demand@doe.gov.ph</a>	<p>1.1. Receive/ confirm receipt via email of documents against checklist of requirements</p> <p>1.2. Assign to processor for review of completeness of documents against checklist of requirement</p> <p>1.3 If complete, inform client via email to submit copy of validated landbank deposit slip or screenshot of online-bank transfer for the payment of application fee <i>(Notification via e-mail is within three (3) days of receipt of application);</i></p> <p>1.4 If documents are incomplete:</p> <p>1.4.1 Inform client via email on the documents for submission; or</p> <p>1.4.2 Schedule a virtual meeting with client to discuss the checklist of requirements</p> <p>1.4.3 Write an Acknowledgement letter to client to be signed by the Bureau Director on the pending documents for submission;</p>	None		<p><i>Supervising Science Research Specialist</i> OICMD-ODMCMS</p> <p><i>Assigned Processor</i> OICMD-ODMCMS</p>

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



	Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			Office of the Bureau Director
	3.7 Approval of MOA, EC & Acknowledgement letter			<i>Director</i> Office of the Bureau Director
	3.8 Release of approved MOA, EC & Acknowledgement letter to OICMD			<i>Admin Staff</i> Office of the Bureau Director
4. Receipt of signed Acknowledgement Letter and copy of Endorsement Certificate	4.1 Inform client that original copies are 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	None		<i>Admin Staff</i> OICMD
Total Number of Days		20 Working 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 REQUIREMENTS		WHERE TO SECURE		
1. Written Request for Endorsement (1 copy)		Annex B <a href="#">Written Request - Annex B</a>		
2. Detailed description of the project that is subject for incentives availment		Applicant		
2.1. Description and details of equipment for importation (cost, supplier, loading date) (1 copy)		Applicant		
2.2. Commercial invoice/ Purchase order (1 copy)		Applicant		
2.3. Certificate of quality of equipment for importation (1 copy)		Applicant		
3. BOI Certificate of Registration of registered project prior to incentives availment (1 copy)		Department of Trade and Industry (DTI) – Board of Investments (BOI)		
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant		
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. (1 copy)		Applicant		
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	None		<i>Officer of the day/Assigned Processor</i>

	checklist of requirement 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client.			Oil Industry Management Bureau
2. Pay applicable fees	2.1. Process payment and issue Official Receipt	Application Fee – Php. 1,200.00		Cashier Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working days	Admin Staff OIMB
	3.2 Endorse application to OIMB		6.5 Working days	Admin Staff Office of the Bureau Director
	3.3 Receive application and assign to respective division			Admin Staff Office of the Division Chief, OICMD
	3.4 Receive application and assign to respective section/ personnel			Science Research Specialist, OICMD-ODMCMS
	3.5 Evaluation/ processing of application and preparation of the ff: 1) Complete 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 Acknowledgement to proponent/ applicant			Science Research Specialist, OICMD-ODMCMS
	3.5.1 May require applicant to submit additional data/			

	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			<i>Supervising Science Research Specialist OICMD-ODMCMS</i>  <i>Division Chief, OICMD</i>
	3.7 Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent		2 Working days	<i>Assistant Director</i> <i>Office of the Bureau Director</i>
	3.7.1 Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent			<i>Director</i> <i>Office of the Bureau Director</i>
	3.7.2 Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services			<i>Admin Staff</i> <i>Office of the Bureau Director</i>
				<i>Admin Staff, OICMD</i>

	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		10 Working days	Legal Services
	3.9.	Approval of MOA, EC and Letter of Acknowledgement to proponent			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
4. Receipt of signed Acknowledgement Letter	4.1	Release of application to client	None		Admin Staff, OICMD
	4.2.	File copy of the application and action for safekeeping			
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 the 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 Management Bureau (OIMB)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Accredited DOI Biofuels Participant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Application Form		Provided by applicant ( <i>see sample template</i> ) <ul style="list-style-type: none"><li><a href="#">Annex F – Template of Application Form</a></li></ul> Per DC-2021-06-0014		
2. Photocopy of the Acknowledgement of Notice to Import Bioethanol		Provided by applicant		
NOTES:				
a. Submit this notice with complete documentary attachment not later than three (3) working days prior to the date of the actual conduct of denaturing of imported bioethanol.				
b. Reportorial Requirements		<a href="#">Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation</a>		
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		<i>Officer of the day / Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If incomplete, return to client			
2. Submit of application to Oil Industry Management Bureau	2.1 Official receipt of application	None	2 Working Days	<i>Admin Staff, OIMB-OD</i>

	2.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	2.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	2.4 Process application and prepare Acknowledgment letter			<i>Science Research Specialist, OISMD</i>
	2.5 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, OISMD</i>
	2.7 Review and endorse application for Director's approval			<i>Assistant Director, OIMB</i>
	2.8 Review and approve endorsed application			<i>Director, OIMB</i>
	2.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
3. Receipt of Notice to Denature Imported Bioethanol	3.1 Release of application to client			
	3.2 File copy of the application and action for safekeeping			<i>Admin Staff, OISMD</i>
Total Number of Days		3 Working 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 intending to engage in the lubes business in the downstream oil industry
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Application Letter	Provided by applicant ( <i>see sample template</i> ) <ul style="list-style-type: none"> <li><a href="#">Annex C: Template of Notarized Application per DC-2021-09-0029</a></li> </ul>
2. Documentary Requirements	Provided by applicant <ul style="list-style-type: none"> <li><a href="#">Annex C-1: Checklist of Requirements per DC-2021-09-0029</a></li> </ul>
3. Company Profile	Provided by applicant ( <i>template to be filled up</i> ) <ul style="list-style-type: none"> <li><a href="#">Annex C-2: Company Profile per DC-2021-09-0029</a></li> </ul>
NOTES:	
a. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
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.	
c. Reportorial Requirements	<a href="#">Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary</a>

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 OISMD	None		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)</i>
	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		<i>Cashier, Treasury Division</i>
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OISMD</i>
	3.4 Process application and prepare memorandum of endorsement, evaluation/validation, lube business engagement acknowledgement letter and transmittal letter to client			<i>Science Research Specialist, OISMD</i>
	3.5 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	3.6 Review, evaluate and act on the application, and			<i>Division Chief, OISMD</i>

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



## 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-Business
Who May Avail:	Entities intending to import / export petroleum products specifically lube, grease and other petroleum products.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice to Import for Sale or Own Use – Lubes Products	Provided by applicant ( <i>see sample template</i> ) <ul style="list-style-type: none"> <li><a href="#">Annex F: Template of Notice to Import for Sale or Own Use – Lube Products per DC-2021-09-0029</a></li> </ul>
2. Supporting Documents: <ul style="list-style-type: none"> <li>Proforma Invoice or Commercial Invoice;</li> <li>Product brochure/ bulletin; and</li> <li>Material Safety Data Sheet (MSDS).</li> </ul>	Provided by applicant
NOTES:	
a. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
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.	
c. Reportorial Requirements	<a href="#">Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary</a>

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		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division</i>
	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. 575.00		<i>Cashier, Treasury Division</i>
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, Oil Industry Standards and Monitoring Division</i>
	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		<i>Science Research Specialist / Supv. SRS / Division Chief</i>
	3.7 Review and endorse application for		2 Working Days	<i>Assistant Director, OIMB-OD</i>

	Director's approval			
	3.8 Review and approve endorsed application			<i>Director Office of the Bureau Director</i>
	3.9 Release approved application to respective division		<i>Admin Staff, OIMB-OD</i>	
4. Receipt of Lubes Business Acknowledgment Letter	4.1 Release of application to client		<i>Admin Staff, OISMD</i>	
	4.2 File copy of the application and action for safekeeping			
Total Number 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-Business
Who May Avail:	Unless otherwise disqualified by law, persons or entities who manufacture, process, repack, re-brand, market and use fuel additives shall register the Additive with this Bureau
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled up and notarized registration form complete with the following information: (1 copy)	Provided by applicant ( <i>see sample template</i> ) <ul style="list-style-type: none"> <li><a href="#">Application Form for Fuel Additive Registration</a></li> </ul>
2. Supporting Documents	
<ul style="list-style-type: none"> <li>Company profile with scope of operation / activity / business plan / investment cost / target mark (consumer &amp; geographical) // product supplier (1 copy)</li> </ul>	Provided by applicant
<ul style="list-style-type: none"> <li>DTI Registration / SEC Registration</li> </ul>	Department of Trade and Industry / Securities Exchange Commission
<ul style="list-style-type: none"> <li>Current Business / Mayor's Permit</li> </ul>	Local Government Unit
<ul style="list-style-type: none"> <li>Pre-Manufacturing &amp; Pre-Importation Notice (PMPIN) Compliance Certificate</li> </ul>	Environmental Management Bureau – Department of Environment and Natural Resources (EMB-DENR)
<ul style="list-style-type: none"> <li>Safety Data Sheet (SDS)</li> </ul>	Provided by applicant
<ul style="list-style-type: none"> <li>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)</li> </ul>	Provided by applicant / Supplier of the product
<ul style="list-style-type: none"> <li>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</li> </ul>	Provided by applicant / Supplier of the product

does not contribute to harmful emissions (e.g. comparison test on emission test)				
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Provided by applicant		
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.				
3. Reportorial Requirements		<a href="#">Annex 2 – OIMB Schedule VII A Template</a>		
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		<i>Officer of the day/Assigned Processor, OISMD</i>
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2 Pay Application Fee	2.1 Process payment and issue Official Receipt	Php. 1,400.00		<i>Cashier, Treasury Division</i>
3 Submit of application to Oil industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division	None		<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OISMD</i>
	3.4 Evaluate/ Process application and			<i>Science Research Specialist /</i>



	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			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	None		Admin Staff, OISMD
	4.2 File copy of the CFAR and Letter of Registration and action for safekeeping			
Total Number of Days			8 Working 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:	Entities intending to assign or transfer interest of operatorship of downstream natural gas facilities		
CHECKLIST OF REQUIREMENTS (3 sets: 2 hard copies and 1 electronic)		WHERE TO SECURE	
1. Letter to the Secretary and attention to the DNG-REC of the notice of assignment / transfer of interest and the reasons thereof;		<div>Provided by Applicant</div> <ul style="list-style-type: none"><li><a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li></ul>	
2. Original Copy of the assignee's Corporate Secretary's Certificate showing assumption by the assignee of all the rights and obligations of the Operatorship and attached thereof is the certified true copy of the assignment agreement;			
3. Submission of assignee's complete legal and financial documentation as set out in the Permit Application Guideline;			
4. Description of the assignee's project management team; and			
5. Proof of its financial closing to continuously fund the Downstream Natural Gas Project.			
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;		Provided by Applicant	
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			Provided by Applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</a></li> </ul>	
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		4.5 Working Days	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.			OIMB-NGMD

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

3. Receipt of Assignment or Transfer of Interest of Operatorship	3.1 Release of application to client	None		Admin Staff, Respective Division
	3.2 File copy of the application and action for safekeeping			
	3.3 Provide copy to Records Management Division			
Total Number of Days		20 Working 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:	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 REQUIREMENTS	WHERE TO SECURE
<b>1. Pre-Importation Notice (1 copy)</b>	
1.1 Details of Pre-Importation Notice	
1.1.1 Name of Company and OIMB-Accreditation No.;	Provided by Applicant ▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a>
1.1.2 Estimated quantity;	
1.1.3 Specified quality of Natural Gas or LNG;	
1.1.4 Estimated date of loading and arrival (ETL & ETA);	
1.1.5 Supplier of imported LNG;	
1.1.6 Estimated FOB price, freight, insurance cost and other importation cost;	
1.1.7 Vessel particulars (name and voyage number); and	
1.1.8 Country and port of loading and discharge.	
<b>2. Supporting Document: (1 copy)</b>	
2.1 Proforma Invoice	
<b>3. Post-Importation Documents (1 copy)</b>	
3.1 Commercial Invoice;	Provided by Applicant ▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a>
3.2 Import bill of lading;	
3.3 Safety Data Sheet (SDS);	
3.4 Certificate of quality;	
3.5 Final import entry declaration; and	
3.6 Statement of Settlement of Duties and Taxes (SSDT)	
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and	Provided by Applicant

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;			
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.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of application to Oil Industry Management Bureau	1.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>
	1.3 Review of completeness of documents against checklist of requirement			<i>Assigned Processor, OIMB-NGMD</i>
	1.4 If complete, issue order of payment for fees (Treasury)			<i>OIMB-NGMD</i>
	1.5 If incomplete, return to client.			<i>OIMB-NGMD</i>



2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 1,500.00		Collecting Officer, Treasury Division
3. 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		4 working days	Science Research Specialist, Respective Division
	3.2 Review, evaluate and act on the application			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		2 working days	Assistant 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 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 Number 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 REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent with the following information (1 copy)	
1.1 Company Name (Business name, address, telephone number/s, email address);	Provided by Applicant ▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a>
1.2 Contact Person and Contact Details; and	
1.3 Activity to engage in: -Import; -Supply and Transport -Both	
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 ▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a>
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	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a></li> </ul>
2.1.7 Other supporting and relevant documents that the law or rules may require.	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a></li> </ul>
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;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a></li> </ul>
2.2.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
2.2.4 Duly executed redacted supply agreement; and	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a></li> </ul>
2.2.5 Other supporting and relevant documents that the law or rules may require.	
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;	Provided by Applicant
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; 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 Applicant ▪ <a href="#">Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012</a>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of application to Oil Industry Management Bureau	1.1 Endorse application to OIMB			<i>Admin Staff, OIMB-OD</i>
	1.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.3 Receive application and assign to respective section/personnel			<i>Admin Staff, OIMB-NGMD</i>
	1.4 Review of completeness of documents against checklist of requirement			<i>Assigned Processor, OIMB-NGMD</i>
	1.5 If complete, issue order of payment for fees (Treasury) order of payment for fees (Treasury)			<i>OIMB-NGMD</i>
	1.6 If incomplete, return to client.			<i>OIMB-NGMD</i>
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		<i>Collecting Officer, Treasury Division</i>

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		4 Working days	<i>Science Research Specialist, Respective Division</i>
	3.2 Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.4 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.5 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.6 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4 Receipt of Accreditation to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client		1 Working Day	<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			7 Working 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 Downstream Natural Gas Facilities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Legal Documentation	
1.1 Duly filled-out covering information sheet showing a brief profile of the Applicant (Annex A-2 of DC No. 2017-11-0012); ( 3 copies: 2 sets hard copies and 1 electronic copy)	<ul style="list-style-type: none"> <li>▪ <a href="#">Annex A-2: Information Sheet per DC2017-11-0012</a></li> </ul>
1.2 Certified true copies of the Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws, and latest Certificate of Amendment, if applicable; or their foreign equivalents. The corporate purpose of the Applicant shall include the authority to construct and operate Downstream Natural Gas Facilities; ( 3 copies: 2 sets hard copies 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 <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
2. Technical Documentation	

2.1 Applicant Profile( 3 copies: 2 sets hard copies and 1 electronic copy)	
<p>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:</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
<p>2.1.2 A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;</p>	
<p>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;</p>	
<p>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;</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
<p>2.1.5 Disclosure of any pending or determined with finality major safety or environmental enforcement actions by relevant authorities;</p>	
<p>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;</p>	
<p>2.1.7 Other information that the Applicant may deem necessary to support its application or as maybe required by the C-REC.</p>	
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;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
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;	
2.2.8 Third party quality assurance program validation (3 copies: 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;	
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)	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
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)	
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)	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
2.4.2 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:	<p>Provided by Applicant</p> <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
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 application; and	<ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
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 Secretary's certificate confirming board resolution authorizing the contribution to the funding of the equity share corresponding to its participating interest.	Provided by applicant <ul style="list-style-type: none"> <li>▪ <a href="#"><u>Annex A: Permit Application Guideline per DC2017-11-0012</u></a></li> </ul>
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;	Provided by Applicant
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;			<div>Provided by Applicant</div> <ul style="list-style-type: none"><li>▪ <a href="#">Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</a></li></ul>	
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				
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		4.5 Working Days	Admin Staff, OIMB-OD
	1.4 Receive application and assign to respective section/personnel			Admin Staff, OIMB-NGMD

	<p>1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.</p> <p>1.5.1. If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</p> <p>1.5.2. If incomplete, issue letter of rejection.</p>			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Notice to Proceed (NTP)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		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.			<i>DNG-REC Members</i>
	2.7	Review and endorse application for Secretary's approval			<i>Supervising Assistant Secretary and Supervising Undersecretary</i>
	2.8	Review and approved the endorse application		5 Working Days	<i>Office of the Secretary (OSEC)</i>
	2.9	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
3. Receipt of Notice to Proceed (NTP)	3.1	Release of application to client	None		<i>Admin Staff, Respective Division</i>
	3.2.	File copy of the application and action for safekeeping			
	3.3	Provide copy to Records Management Division			
Total Number of Days				20 Working 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:	Oil Industry Management Bureau-Natural Gas Management Division
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to construct, expand, rehabilitate, and modify Downstream Natural Gas Facilities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permits (3 copies: 2 sets hard copies and 1 electronic copy)	
1.1 Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR);	Department of Environment and Natural Resources (DENR)
1.2 Endorsement and Permits from the Local Government Unit (LGU), where the facility is located;	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 Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
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 required by law or rules in order to commence construction.	Provided by Applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
2. Submission of Proof of Financial Closing ( 3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>

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;		Provided by Applicant		
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; and		Provided by Applicant		
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 <ul style="list-style-type: none"><li>▪ <a href="#">Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</a></li></ul>		
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			<i>Admin Staff, Office of the Supervising Undersecretary</i>
	1.3 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	1.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>
	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.			<i>OIMB- NGMD</i>
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		<i>Collecting Officer, Treasury Division</i>

	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Permit to Construct/Expand/Rehabilitate/Modification (PCERM)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		10 Working Days	<p><i>Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services</i></p>
	<p>2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.</p>			<p><i>DNG-REC Members</i></p>
	<p>2.7 Review and endorse application for Secretary's approval</p>			<p><i>Supervising Assistant Secretary and Supervising Undersecretary</i></p>

	2.8 Review and approved the endorse application		5 Working days	Office of the Secretary (OSEC)
	2.9 Release approved application to respective division			Admin Staff, OIMB-OD
3 Receipt of Permit to Construct, Expand, Rehabilitate and Modify (PCERM)	3.1 Release of application to client	None		Admin Staff, Respective Division
	3.2 File copy of the application and action for safekeeping			
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Working Days	



## 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 maintain Downstream Natural Gas Facilities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Certificate of Completion (3 copies: 2 sets hard copies and 1 electronic copy)</b>	
1.1 Refers to the certificate of practical completion and certificate of completion testing issued by the Engineering, Procurement and Construction (EPC) Contractor with the conformity of the Owner's project manager	Provided by applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
<b>2. Summary List of Buildings, Facilities and Equipment (3 copies: 2 sets hard copies and 1 electronic copy)</b>	Provided by applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
<b>3. Operational process with flow diagram ( 3 copies: 2 sets hard copies and 1 electronic copy)</b>	
3.1. Description of operational process with flow diagram of building, facilities, and equipment for testing, commissioning, operation, repair and maintenance for DOE guidance and reference	Provided by applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
<b>4. Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Operational Phase) ( 3 copies: 2 sets hard copies and 1 electronic copy)</b>	
4.1. 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:	Provided by Applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
4.1.1. Environmental Risk Assessment and Management Plan	
4.1.2. Occupational Health and Safety Risk Assessment and Management Plan	

4.1.3. Facility Security Risk Assessment and Management Plan	
4.1.4. Disaster/ Emergency Preparedness and Response Plan	Provided by Applicant <ul style="list-style-type: none"> <li>▪ <a href="#">Annex A: Permit Application Guideline per DC2017-11-0012</a></li> </ul>
4.1.5. Community social development program	
4.1.6. Other areas of concern that the Operator may deem necessary	
<b>5. Permitting requirement of other Government Agencies for the Operation of the Facility which shall include the following: ( 3 copies: 2 sets hard copies and 1 electronic copy)</b>	
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)
5.2. Endorsement and Permits for Operation from the Local Government Unit (LGU);	Local Government Unit (LGU), where the facility is located.
5.3. 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
<b>Notes:</b>	
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;	Provided by Applicant
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	
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.	Provided by Applicant

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 <ul style="list-style-type: none"> <li>▪ <a href="#">Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</a></li> </ul>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 days	Admin Staff, OIMB-OD
	1.4 Receive application and assign to respective section/ personnel			Admin Staff, OIMB-NGMD

	<p>1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.</p> <p>1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</p> <p>1.5.2 If incomplete, issue letter of rejection.</p>			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Permit to Operate and Maintain (POM)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		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.			<i>DNG-REC Members</i>
	2.7	Review and endorse application for Secretary's approval			<i>Supervising Assistant Secretary and Supervising Undersecretary</i>
	2.8	Review and approved the endorse application		5 Working days	<i>Office of the Secretary (OSEC)</i>
	2.9	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
3	Receipt of Permit to Operate and Maintain (POM)	3.1	Release of application to client	None	<i>Admin Staff, Respective Division</i>
		3.2	File copy of the application and action for safekeeping		
		3.3	Provide copy to Records Management Division		
Total Number of Days				20 Working 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 Industry Management Bureau			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Bureaus, services, division, and unit within DOE interested in oil industry data / statistics and information			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request indicating the interested information and data.		Provided by applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Oil Industry Management Bureau	1.1 Official Receipt of request	None	5 Working days	<i>Officer of the day/Assigned Processor</i> Oil Industry Management Bureau
	1.2 Receive request and assign to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	1.3 Receive request and assign to respective section/ personnel	None		<i>Admin Staff</i> Office of the Division Chief
	1.4 Process request and prepare letter respective section/ personnel 1.5 Review, evaluate and act on the request 1.6 Review, evaluate and act on the request, and	None		<i>Science Research Specialist</i> Respective Division / <i>Supervising Science Research Specialist</i> Respective Division / <i>Division Chief</i> Respective Division

		endorse to Office of the Bureau Director			
	1.7	Review and endorse for Director's approval	None	2 Working days	<i>Assistant Director</i> 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		<i>Admin Staff</i> Office of the Bureau Director
2. Receipt of requested data / statistics / information	2.1 a.	Release of letter to client File copy of the application and action for safekeeping	None		<i>Admin Staff</i> Respective Division
Total Number of Days			7 Working 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. <a href="#">Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients</a> <i>(ISO Certified)</i>	3 working days	Simple Transaction
2. <a href="#">Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients</a> <i>(ISO Certified)</i>	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. [Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients](#)
2. [Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients](#)



## Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients<sup>1</sup>

Note: *This process is ISO Certified.*

<b>Office or Division:</b>	Policy Formulation and Research Division (PFRD)			
<b>Classification:</b>	Simple Transaction (Data Available with PFRD)			
<b>Type of Transaction:</b>	Government-to-Government, Government-to-Citizen, G2B			
<b>Who may avail:</b>	Government Agencies, Academe and other Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party		Policy Formulation and Research Division		
2. Specific industry data/ statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
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	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. <sup>10</sup>	Records Management Division (RMD)
	1.1.1 FOI/ Info Center/ Email			Office of the Director, Energy Policy and Planning Bureau
	1.1.2 Printed Documents/ letters/ walk-in clients			
	1.1.3 Text Messages (Viber/ Messenger) <sup>2</sup>			
	1.2 Receipt of Data Request/Recording to Logbook/ Document Tracking System (DTS)			PFRD Staff
	1.3 Screening Endorsement to Units			
	1.4 Receipt of data request by the Units for Recording to Logbook/ DTS		2 days	Clerk, PFRD
	1.5 Screening/ Endorsement to Staff			Chief SRS, PFRD
	1.6 Processing of requested data			Supervising SRS
	1.7 Review/ Endorsement for Approval of Output			Technical Staff, PFRD
				Supervising SRS Chief, PFRD <sup>3</sup>



	1.8 Approval of Output		4 hrs	Chief, PFRD/ Director, EPPB (as necessary) <sup>4</sup>
	1.9 Recording/ Transmittal of Output (Logbook/DTS)			Clerk/ Concerned Staff/ Client, PFRD
<b>Total Number of Days</b>		<b>3 working days</b>		

<sup>1</sup> Data available in the PFRD energy database.

<sup>2</sup> Included personal messages through text message, Viber and messenger from the researchers

<sup>3</sup> If the level of approval is director level, the DC is the endorser

<sup>4</sup> 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 Clients<sup>5</sup>

Note: *This process is ISO Certified.*

<b>Office or Division:</b>	Policy Formulation and Research Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-to-Government, Government-to-Citizen, G2B			
<b>Who may avail:</b>	Government Agencies, Academe and other Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party		Policy Formulation and Research Division		
2. Specific industry data/ statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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) <sup>6</sup>	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)
	1.2 Receipt of Data Request/ Recording to Logbook/ EDMS			Office of the Director, Energy Policy and Planning Bureau
	1.3 Screening Endorsement to Units			PFRD Staff
	1.4 Receipt of data request by the Units for Recording to Logbook/ Document Tracking System (DTS)		18 days	Clerk, PFRD
	1.5 Screening/ Endorsement to Staff			Chief SRS,PFRD Supervising SRS
	1.6 Data requested is not available in the PFRD energy database and requires further research			Technical Staff, PFRD
	1.7 Data Request is endorsed to the concerned units <sup>7</sup>			

	1.7.1 Processing of requested data <ul style="list-style-type: none"> <li>- Data Research</li> <li>- Coordination with Concerned Units</li> <li>- Consolidation of inputs</li> </ul>			
	1.8 Review/ Endorsement for Approval of Output		1.5 day	Supervising SRS/ Chief SRS, PFRD <sup>8</sup>
	1.9 Approval of Output			Chief, PFRD/ Dir. EPPB (as necessary) <sup>9</sup>
	1.10 Recording/ Transmittal of Output (Logbook/EDMS)			Clerk/ Concerned Staff/ Client, PFRD
<b>Total Number of Days</b>		<b>20 working days</b>		

<sup>5</sup> Data requested need further research, processing, and analysis

<sup>6</sup> Included personal messages through text message, Viber and messenger from the researchers

<sup>7</sup> 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.

<sup>8</sup> If the level of approval is director level, the DC is the endorser

<sup>9</sup> 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.

<sup>10</sup> Half day is equivalent to 4 hours



## **PLANNING DIVISION (PD)**

### **PROCESS**

1. Data Request Process for Simple Transactions



## Data Request Process

<b>Office or Division:</b>	Planning Division			
<b>Classification:</b>	Simple Transaction and Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Government / Government-2-Citizen			
<b>Who may avail:</b>	Students, Researchers, Government and other entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Email of Request for Energy Data		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request for energy data	1. Recording of received documents for RFID	None	0.5 Days	
1.1 Online				<i>EPPB – OD and Records Division</i>
1.2 Walk-in				
1.3 Printed Documents (already secured with RFID at Records Division)	1.1 Receipt of Data Request / Recording to Logbook / EDMS			<i>Clerk, Planning Division</i>
	1.2 Screening / Endorsement to Staff		2 Days* (or, 6 Days** for CT)	<i>Chief, Planning Division</i>
	1.3 Data requested available in the PD energy database			<i>Supervising SRS / Technical Staff, Planning Division</i>
	1.4 Processing of requested data			
	1.5 Review / Endorsement for Approval of Output		0.5 Day	<i>Chief, Planning Division</i>
	1.6 Approval of Output (as necessary)			<i>Director, EPPB</i>
	1.7 Recording / Transmittal of Output			Clerk/Concerned Staff
	1.8 Request Acknowledgement and Feedback			

2. Evaluation / Feedback	2.1 Client Feedback Record			Client
<b>Total Number of Days:</b>	<b>3 Working Days for Simple Transaction</b> <b>7 Working Days for Complex Transaction</b>			

*\*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 - Office of the Director			
Classification:	Simple Transaction*			
Type of Transaction:	Government-to-Government			
Who may avail:	Other DOE Bureaus/ Offices / Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director, EPPB		
1. Name and address of requesting party				
2. Specific industry data/ statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	0.5 day	Focal Person, Office of the Director
	1.2 Screening of request/ endorsement to concerned unit(s)			
	1.3 Receipt of data/ information request by the unit/s for recording to logbook/ EDMS		2 days	Clerk
	1.4 Screening of request/ endorsement to staff			Chief SRS
	1.5 Processing of requested data/ information			Supervising SRS/ Technical Staff
	1.6 Review/endorsement for approval of output			Chief SRS
	1.7 Approval of output (if necessary)		0.5 day	Director, EPPB
	1.8 Recording/ Transmittal of output (Logbook/EDMS)			Clerk/ Concerned Staff
	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:	Energy Policy and Planning Bureau			
Classification:	Highly Technical Transaction <sup>1/2</sup>			
Type of Transaction:	Government-to-Government, Government-to-Business, G2C			
Who may avail:	Other DOE Bureaus/ Offices/ Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party				
2. Specific industry data/ Statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	0.5 day	Focal Person, Office of the Director
	1.2 Screening of request/ endorsement to units			
	1.3 Receipt of data/ information request by the Unit for recording to logbook/ EDMS		18 days	Clerk
	1.4 Screening of request/ endorsement to staff			Chief SRS

	1.5 Processing of requested data <ul style="list-style-type: none"> <li>○ Data research</li> <li>○ Coordination with concerned units</li> <li>○ Consolidation of inputs</li> </ul>			<i>Supervising SRS/ Technical Staff</i>
	1.7 Review/ endorsement for approval of output			<i>Chief SRS</i>
	1.8 Approval of output (if necessary)		1.5 day	<i>Director, EPPB</i>
	1.9 Recording/ Transmittal of output (Logbook/ EDMS)			<i>Clerk/ Concerned Staff</i>
<b>Total Number of Working Days</b>			<b>20 Working Days</b>	

<sup>1/</sup> Information / Data requested is to be gathered from different units/ bureaus.

<sup>2/</sup> 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 PROCESSES

#### External Services

##### Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

PROCESS	DURATION	CLASSIFICATION
1. <u>Issuance of Chemical / Geological Laboratory Test Report</u> <b>(ISO Certified)</b>	10 working days	Highly Technical

##### Lighting and Appliance Testing Laboratory (LATL)

PROCESS	DURATION	CLASSIFICATION
2. <u>Inspection of Generic Models / Exempted Products for Air Conditioners</u> <b>(ISO Certified)</b>	5 working days	Highly Technical
3. <u>Inspection of Generic Models / Exempted Products for Refrigerating Appliances</u> <b>(ISO Certified)</b>	5 working days	Highly Technical
4. <u>Inspection of Generic Models / Exempted Products for Clothes Washing Machines</u> <b>(ISO Certified)</b>	5 working days	Highly Technical

5.	<a href="#"><u>Inspection of Generic Models / Exempted Products for Television Sets (ISO Certified)</u></a>	5 working days	Highly Technical
6.	<a href="#"><u>Calibration of Electrical Instruments for External Customers (ISO Certified)</u></a>	6.5 Working Days	Highly Technical
7.	<a href="#"><u>Calibration of Temperature Instruments for External Customers (ISO Certified)</u></a>	7 Working Days	Highly Technical
8.	<a href="#"><u>Energy Performance Testing of Omnidirectional/ Non-Directional Light Sources Using Sphere Photometry (ISO Certified)</u></a>	See Reference B	Highly Technical
9.	<a href="#"><u>Energy Performance Testing of Omnidirectional/ Non-Directional Light Sources Using Gonio Photometry (ISO Certified)</u></a>	See Reference B	Highly Technical
10.	<a href="#"><u>Energy Performance Testing of Directional Light Sources Using Gonio Photometry (ISO Certified)</u></a>	See Reference B	Highly Technical
11.	<a href="#"><u>Energy Performance Testing of Air Conditioners (ISO Certified)</u></a>	See Reference B	Highly Technical
12.	<a href="#"><u>Energy Performance Testing of Refrigerating Appliances (ISO Certified)</u></a>	See Reference B	Highly Technical
13.	<a href="#"><u>Energy Performance Testing of Clothes Washing Machines (ISO Certified)</u></a>	12.5 working days	Highly Technical
14.	<a href="#"><u>Energy Performance Testing of Television Sets (ISO Certified)</u></a>	5.5. working days	Highly Technical



## ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

### Internal Services

PROCESS	DURATION	CLASSIFICATION
<b>ERTLS - Geoscientific Research and Fuel Testing Laboratory Division</b>		
<b>15.</b> <u>Issuance of Chemical / Geological Laboratory Test Report</u>	10 working days	Highly Technical
<b>ERTLS - Lighting and Appliance Testing Laboratory</b>		
<b>16.</b> <u>Calibration of Electrical Instruments for Internal Customers</u>	6 working days	Highly Technical
<b>17.</b> <u>Calibration of Temperature Instruments for Internal Customers</u>	6.5 working days	Highly Technical



# GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION (GRFTLD)

## PROCESSES

1. [Issuance of Chemical / Geological Laboratory Test Report \(ISO Certified\)](#)





## 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).

Access 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-Citizen			
Who May Avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sample for Analysis		Office of the ERTLS Director		
2. Original (1) copy of Request for Laboratory Services 1 – External Form (GRFTL-SF-1)				
3. Photocopy (1) of Official Receipt of Payment – Laboratory Services Fee				
4. For students, (1) copy of endorsement letter from School Head to Avail Student Discount				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1)	1.1 Reviews / checks the correctness of the filled-out request form	None	4 Hours	ERTLS OD Staff / Technical Staff of the concerned Section of GRFTLD
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			Note:  ➤ Geothermal Coal Section - coal and geothermal water samples ➤ Processed Fuels Section - petroleum and biofuel samples ➤ Geology Section- rock samples
	1.3 Issues Request for Laboratory Services Billing			

				➤ Oil and Gas Section - geothermal gas, biogas or synthesis gas
2. Payment of Laboratory Services Fee	2.1 Issues the Official Receipt for testing fee	Please see attached DOE Schedule of Fees and Charges CY 2023	4 Hours	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	None		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			GRFTLD Chief SRS Staff & GRFTLD Chief SRS
	3.4 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 Transmittal Letter		8 Working Days	GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS

	and Test Report to GRFTLD Chief SRS			
	<p>3.5 Endorses Transmittal Letter and Test Report to ERTLS Director</p> <p>a. Affixes initial of supervisor of the concerned section and GRFTLD Chief SRS and signature of the ERTLS Director to the Transmittal Letter</p>		1 Working Day	<p><i>Spvg. SRS, GRFTLD Chief SRS and ERTLS Director</i></p>
Pick up of Test Report and submission of ERTLS – GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5b)]	<p>3.6 Releases Test Report</p> <p>a. Receives copy of Test Report acknowledged by the customer</p> <p>b. Consolidates filled-out forms</p>			<p><i>ERTLS OD Staff</i></p>
<b>Total Number of Days</b>		<b>10 Working Days</b>		

## CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS<sup>a</sup>

Processed Fuels Section	
<b>PNS Test for Automotive Diesel Oil</b> (9 samples) <sup>b</sup>	additional 3 days for every 1 - 3 sample/s in excess of 9 samples
<b>PNS Test for B100</b> (6 samples) <sup>b</sup>	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
<b>PNS Test for E100</b> (15 samples) <sup>b</sup>	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
<b>PNS Test for Fuel Oil (Industrial)</b> (6 samples) <sup>b</sup>	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
<b>PNS Test for Gasoline</b> (6 samples) <sup>b</sup>	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
<b>Non-PNS Test for Diesel</b> (20 samples) <sup>b</sup>	additional 4 days for every 1 - 4 sample/s in excess of 20 samples
<b>Non-PNS Test for Gasoline</b> (20 samples) <sup>b</sup>	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)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 1 - 3 sample/s in excess of 8 samples
Proximate 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 samples
Proximate Analysis with Sample Preparation (3 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 3 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 4 samples
<i>(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)</i>	
Complete Ion Analysis (5 samples)	additional 5 days for every 1 - 5 sample/s in excess of 5 samples
Oil and 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
Geology 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**

Geothermal-Coal Section		Amount	Remarks
Laboratory 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	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO <sub>2</sub> )	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO <sub>4</sub> )	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	

Oil and Gas Section		Amount	Remarks
Laboratory Services			
3	<b>Oil and Gas</b>		
	<b>Automotive LPG</b>		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	<b>Biodiesel / CME</b>		
	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	
	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	
	<b>Bioethanol</b>		
	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	
	<b>Crude Oil</b>		
	C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
	Degree API Gravity of Oil Containing Water 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 Sediments	600.00	
	<b>Gas Condensate</b>		
	Carbon Dioxide (CO <sub>2</sub> ) in Gas Condensate	1,400.00	
	Hydrogen Sulfide (H <sub>2</sub> S) in Gas Condensate	1,560.00	
	<b>Isotope Analysis</b>		
	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	

Oil and Gas Section		Amount	Remarks
Laboratory Services			
	S34 Isotope in Various Samples	13,600.00	
	Succeeding Run	8,650.00	
	Natural Gas and Biogas		
	CO <sub>2</sub> and H <sub>2</sub> S 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		
	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		
Processed Fuels Section			
Laboratory Services			
4	Processed Fuels		
	API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
	Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
	Acidity/Alkalinity, pH	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	New
	Succeeding Run	4,400.00	New

Processed Fuels Section		Amount	Remarks
Laboratory Services			
	Insolubles, % Mass		
	Pentane	1,700.00	
	Toluene	1,800.00	
	Kinematic Viscosity, mm <sup>2</sup> /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	New
	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	
Geology Section			
Laboratory 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	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	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	New
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	New
X-ray Diffraction, Interpretation		1,500.00	New



Laboratory Services		Amount	Remarks
Other Services			
	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. [Inspection of Generic Models / Exempted Products for Clothes Washing Machines](#) **(ISO Certified)**
5. [Inspection of Generic Models / Exempted Products for Television Sets](#) **(ISO Certified)**
6. [Calibration of Electrical Instruments for External Customers](#) **(ISO Certified)**
7. [Calibration of Temperature Instruments for External Customers](#) **(ISO Certified)**
8. [Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry](#) **(ISO Certified)**
9. [Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry](#) **(ISO Certified)**
10. [Energy Performance Testing of Directional Light Sources Using Gonio Photometry](#) **(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 Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee: 600php 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).  <b>Note:</b> a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to	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 Laboratory
	1.2. Review and approve client registration			Chief SRS, LATL

<p>client step no. 2;</p> <p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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</p>				
<p>2. Request for inspection by filling-out service request form through ERTLS-OSMS.</p> <p><b>Note:</b></p> <p>a. Client must upload photo/media of inspection sample/s.</p> <p>b. 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.</p>	<p>2.1 Receive the request of client through ERTLS-OSMS.</p> <p>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. ERTLS-OSMS will notify the client to request for order of payment.</p>	N / A	4 Hours	<p>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</p>

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
	3.2 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 / 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 ERTS-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 client's payment through ERTLS-OSMS.	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 will resume once the payment has been made.	Collection Officer, Treasury Division
	5.2 Approve the service request.			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.  <b>Note:</b>	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and indicate the	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

<p>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</p> <p>b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.</p>	<p>start of inspection and the expected end date of the service.</p>			
	<p>6.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected</p>			
	<p>6.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client.</p>			
	<p>6.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms.</p> <p><b>Note:</b> If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.</p>			
	<p>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.</p>			

	<b>Note:</b> If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
7. Sign and conform 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	<i>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 letter			<i>Sr. SRS / Supv. SRS, LATL</i>
	7.3. Review and sign the transmittal letter.			<i>Chief SRS / Director, LATL</i>
	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.			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
8. The client will receive the inspection report through ERTLS-OSMS.	N / A	N / A	N / A	N / A

<p><b>Note:</b> 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.</p>				
<p>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.</p>	N / A	N / A	N / A	N / A
<b>Total Number of Days</b>		<b>5 Working Days</b>		





## 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 Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee: 600php 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).  <b>Note:</b> a. Client registers to ERTLS-OSMS only once; b. If the client is already registered.	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 Laboratory
	1.2. Review and approve client registration			Chief SRS, LATL

<p>skip this step, and proceed to client step no. 2;</p> <p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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</p>				
<p>2. Request for inspection by filling-out service request form through ERTLS-OSMS.</p> <p><b>Note:</b></p> <p>a. Client must upload photo/media of inspection sample/s.</p> <p>b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL</p>	<p>2.1 Receive the request of client through ERTLS-OSMS.</p> <p>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</p>	N / A	4 Hours	<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i></p>

will revert to manual receiving and processing of inspection request/s.	client to request for 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.	N / A		<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	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			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTS-OSMS			<i>Sr. SRS / Supv. SRS, LATL</i>
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 the client's payment through ERTLS-OSMS.	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 will resume once the payment has been made.	<i>Collection Officer, Treasury Division</i>
	5.2 Approve the service request.			<i>Chief SRS, LATL</i>

	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
6. Bring/send the inspection sample/s to DOE-LATL-AES.  <b>Note:</b> 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 inspection outside DOE, the client will bear all travel expenses.	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.	Corresponding fees should already have been paid in step 5.	Inspection of Refrigerating Appliances – up to 5 units per 1 working day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	6.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected			
	6.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client.			
	6.4 If generic model is the			

	<p>same as its base model, the client will sign and conforme the inspection forms.</p> <p><b>Note:</b> If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.</p>			
	<p>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.</p> <p><b>Note:</b> If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.</p>			
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	<i>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 letter			<i>Sr. SRS / Supv. SRS, LATL</i>
	7.3. Review and sign the transmittal letter.			<i>Chief SRS / Director, LATL</i>
	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.			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
8. The client will receive the inspection report through ERTLS-OSMS.  <b>Note:</b> 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
<b>Total Number of Days</b>		<b>5 Working Days</b>		



## 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 Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee: 600php per model (Please 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).  <b>Note:</b> a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to	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 Laboratory
	1.2 Review and approve client registration			Chief SRS, LATL



<p>client step no. 2;</p> <p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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</p>				
<p>2. Request for inspection by filling-out service request form through ERTLS-OSMS.</p> <p><b>Note:</b></p> <p>a. Client must upload photo/media of inspection sample/s.</p> <p>b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and</p>	<p>2.1 Receive the request of client through ERTLS-OSMS.</p> <p>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.</p>	N / A	4 Hours	<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i></p>

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.	N / A		<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	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			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTS-OSMS			<i>Sr. SRS / Supv. SRS, LATL</i>
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.	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 will resume once the payment has been made.	<i>Collection Officer, Treasury Division</i>
	5.2 Approve the service request.			<i>Chief SRS, LATL</i>
	5.3 Wait for the inspection sample/s to be	The client is responsible for logistic	Depends on the client	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

	delivered in DOE-LATL-AES.	arrangements and fees		
<p>6 Bring/send the inspection sample/s to DOE-LATL-AES.</p> <p><b>Note:</b></p> <p>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</p> <p>b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.</p>	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.	Corresponding fees should already have been paid in step 5.	Inspection of Clothes Washing Machines – up to 5 units per 1 working day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	6.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected			
	6.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical 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.			
	6.5 If the sample is requested for			

	<p>inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not.</p> <p><b>Note:</b> If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.</p>			
7 Sign and conform 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	<i>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 letter			<i>Sr. SRS / Supv. SRS, LATL</i>
	7.3. Review and sign the transmittal letter.			<i>Chief SRS / Director, LATL</i>
	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.			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<p>8. The client will receive the inspection report through ERTLS-OSMS.</p> <p><b>Note:</b> 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.</p>	N / A	N / A	N / A	N / A
<p>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.</p>	N / A	N / A	N / A	N / A
<b>Total Number of Days</b>		<b>5 Working Days</b>		



## 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, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee: 600php 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 Laboratory
	1.2. Review and approve client registration			Chief SRS, LATL
<b>Note:</b> 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;				

<p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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</p>				
<p>2. Request for inspection by filling-out service request form through ERTLS-OSMS.</p> <p><b>Note:</b></p> <p>a. Client must upload photo/media of inspection sample/s.</p> <p>b. 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.</p>	<p>2.1 Receive the request of client through ERTLS-OSMS.</p> <p>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.</p>	N / A	4 Hours	<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i></p>
	3.1 Receive the request for OoP from	N / A		<p><i>Lab. Tech II / SRS I / SRS II /</i></p>

3. Request for Order of Payment (OoP) through ERTLS-OSMS.	client through ERTLS-OSMS.			<i>Sr. SRS, LATL</i>
	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			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTS-OSMS			<i>Sr. SRS / Supv. SRS, LATL</i>
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.	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 will resume once the payment has been made.	<i>Collection Officer, Treasury Division</i>
	5.2 Approve the service request.			<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
6. Bring/send the inspection sample/s to DOE-LATL-AES.  <b>Note:</b>	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	Corresponding fees should already have been paid in step 5.	Inspection of Television Sets – up to 5 units per 1 working day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>



<p>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</p> <p>b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.</p>	expected end date of the service.			
	6.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected			
	6.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client.			
	<p>6.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms.</p> <p><b>Note:</b> If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.</p>			
	<p>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.</p> <p><b>Note:</b> If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.</p>			

7. Sign and conform 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	<i>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 letter			<i>Sr. SRS / Supv. SRS, LATL</i>
	7.3. Review and sign the transmittal letter.			<i>Chief SRS / Director, LATL</i>
	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.			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<p>8. The client will receive the inspection report through ERTLS-OSMS.</p> <p><b>Note:</b> 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.</p>	N / A	N / A	N / A	N / A
<p>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.</p>	N / A	N / A	N / A	N / A
<b>Total Number of Days</b>		<b>5 Working Days</b>		



## 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 10GΩ).

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees)				
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 proceed to client step no. 2;	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> 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

<p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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</p>	decline from calibrating the equipment.			
	1.2. Review and approve the client registration			Chief SRS, LATL
<p>2. Request calibration services by filling out service request form through ERTLS-OSMS</p> <p>Note:</p> <p>a. Upload photos or videos of equipment to be calibrated.</p> <p>b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to</p>	2.1 Receive the request of the client through ERTLS-OSMS		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	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.			SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

manual receiving and processing of calibration requests.	ERTLS-OSMS will notify the client to request for 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.			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.3. Approve the BS and send it to the client's email.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2. Upload OoP through ERTS-OSMS			<i>Sr. SRS / Supv. SRS, LATL</i>
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	Please refer to the table of Test Samples and Fees)	4 Hours	<i>Collection Officer, Treasury Division</i>
	5.2 Approve the service request	N / A	Note: There are cases where client is unable to pay at once after the approval of OoP, hence the duration is beyond DOE's control. The duration of the process will resume once	<i>Chief SRS, LATL</i>

			the payment has been made.	
	5.3 Wait for the equipment to arrive to LATL-CIC	Client to be responsible of logistic arrangements and fees	Depending on the client	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>
6. Bring/send equipment for calibration to DOE-LATL-CIC	6.1 Receive the equipment for calibration and conduct functionality check	Corresponding fees should have been paid already in step 5 according to the type of appliance / testing / calibration service requested	4 Hours	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>
	6.2 Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service			
	6.3 Conduct Calibration		<b>Electrical Instruments</b> <ul style="list-style-type: none"> <li>• DPM – 1.5 Working Days (5 points per parameter)</li> <li>• DMM – 1.5 Working Days (5 points per parameter)</li> <li>• AC/DC Voltmeters – 1.5 Working Days (5 points per parameter)</li> <li>• AC/DC Ammeters – 1.5 Working Days (5</li> </ul>	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>

			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	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	6.5 Prepare calibration certificate		1 Working Day	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	6.6 Review and approve calibration certificate		1 Working Day	<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
	6.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.			<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
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
<b>Total Number of Days</b>		<b>6.5 Working Days</b>		

### TEST SAMPLES AND FEES TABLE

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-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees)				
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)  <b>Note:</b> 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; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> 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

<p>not included in the normal processing time;</p> <p>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</p>	<p>decline from calibrating the equipment.</p>			
	<p>1.2. Review and approve the client registration</p>			<p><i>Chief SRS, LATL</i></p>
<p>2. Request calibration services by filling out service request form through ERTLS-OSMS</p> <p><b>Note:</b></p> <p>a. Upload photos or videos of equipment to be calibrated.</p> <p>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.</p>	<p>2.1 Receive the request of the client through ERTLS-OSMS</p>		<p>4 Hours</p>	<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i></p>
	<p>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.</p>			<p><i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i></p>
<p>3. Request for order of payment (OoP) through ERTLS-OSMS</p>	<p>3.1. Receive the request for OoP from client through ERTLS-OSMS.</p>			<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i></p>
	<p>3.2. Prepare the Billing Statement</p>			<p><i>Lab. Tech II / SRS I / SRS II /</i></p>

	(BS) through Collection Monitoring System (COMS).			<i>Sr. SRS / Supv. SRS, LATL</i>
	3.3. Approve the BS and send it to the client's email.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2. Upload OoP through ERTLS-OSMS			<i>Sr. SRS / Supv. SRS, LATL</i>
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	Please refer to the table of Test Samples and Fees	4 Hours  Note: There are cases where client is unable to pay 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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N / A		<i>Chief SRS, LATL</i>
	5.3. Wait for the equipment to arrive to LATL-CIC	Client to be responsible of logistic arrangements and fees	Depending on the client	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>
6. Bring/send equipment for	6.1. Receive the equipment for calibration and conduct	Corresponding fees should	4 Hours	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS,</i>

calibration to DOE-LATL-CIC	functionality check	have been paid already in step 5 according to the type of appliance / testing / calibration service requested		LATL
	6.2. Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service			
	6.3. Conduct Calibration		<b>Temperature Instruments</b> <ul style="list-style-type: none"> <li>• PRT – 2 Working Days per 5 points</li> <li>• RTD – 2 Working Days per 5 points</li> <li>• LIG – 2 Working Days per 5 points</li> <li>• Thermocouple – 2 Working Days per 5 points</li> </ul>	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			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		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	certificate is ready for download.			
7. Wait for the completion of calibration services.  <b>Note:</b> 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
<b>Total Number of Days</b>		<b>7 Working Days</b>		

### TEST SAMPLES AND FEES TABLE

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.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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  <b>Note:</b> 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

<p>proceed to client step no. 2;</p> <p>c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time.</p> <p>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.</p>	<p>LATL-LOD will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).</p>			
	<p>1.2. Review and approve the Client Registration</p>			<p><i>Chief SRS, LATL</i></p>
<p>2. Request for Energy 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.</p> <p><b>Note:</b></p> <p>c. Upload photos or videos of equipment to be tested.</p> <p>d. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and</p>	<p>2.1. Receive the request of the client through ERTLS-OSMS</p>	<p>N/A</p>	<p>4 Hours</p>	<p><i>Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL</i></p>
	<p>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</p>			<p><i>SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL</i></p>



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.	N/A		<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>
	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.			<i>Sr. SRS/Supv. SRS/Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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	Please refer to the table of Test Samples and Fees below)	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	5.3. Wait for the test sample to arrive at	The client is responsible for arranging and covering	Depending on the client	<i>Lab. Tech II / SRA/SRS I/SRS II, Sr.</i>

	LATL-LOD Test Facility	the costs of logistics.		SRS/Supv. SRS, LATL
6. Bring/send test samples to DOE-LATL-LOD Test Facility  <b>Note:</b> 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)  <b>Note:</b> 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)	Corresponding fees should already have been paid in step 5 according to the type of appliance/testing/service requested	4 Hours	<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>
	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 the Test Request		<ul style="list-style-type: none"> <li>Electrical and Photometric Characteristics of Omnidirectional/Non-Directional light sources zero ageing – 1 Working Day/ Sample</li> <li>Electrical and Photometric Characteristics of Omnidirectional/Non-</li> </ul>	

			<p>Directional light sources initial reading test with 100 hours ageing – 5 Working Days/Sample; 25 Calendar Days/Batch of 20</p> <ul style="list-style-type: none"> <li>• 2,000 hours Lumen Maintenance test for fluorescent lamps – 111 Calendar Days/Batch of 20</li> <li>• 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)</li> <li>• 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)</li> <li>• Endurance Test- Temperature Cycling Test (TCT) – 52 Working Days/Batch of 10</li> <li>• LED Lamps Lumen Maintenance</li> </ul>	
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			– 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	
	6.4. Prepare and generate Test Report/s		1 Working Day	<i>Lab. Tech II/ SRA/SRS I/SRS II</i>
	6.5. Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day and 4 Hours	<i>Sr. SRS/Supv. SRS, LATL</i>
	6.6. Approve and sign the transmittal letter			<i>Chief SRS/ Director, LATL</i>
	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			<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
7. The client will receive the test report through ERTLS-OSMS.  <b>Note:</b> 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 Tests		Total Number of 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 <b>Note:</b> The total number of days duration is based on the rated lamp life declared by the client.		
Endurance Test – Supply Switching Test (SST)/Batch of 10		17 to 32 Calendar Days/Batch <b>Note:</b> 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 <b>Note:</b> No. of days is dependent on the Rated Lamp Life		
Electrical Measurements (Other Electrical Devices)		5 Working Days/Sample		

## TEST SAMPLES AND FEES TABLE

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 –	<b>Php 2,200.00/ Batch</b>
10W-22W LFL and CFL Life Test (1,900 hrs)	<b>Php 11,580.00/Batch</b>
10W-22W LFL and CFL Lumen Maintenance	<b>Php 19,200.00/Batch</b>
10W-22W LFL and CFL Life Test every next 1,000 hrs –	<b>Php 2,200.00/Batch</b>
10W-22W LFL and CFL Photometric with Ageing–	<b>Php 10,500.00/Batch</b>
23W-32W LFL and CFL Life Test (100 hrs) –	<b>Php 7,720.00/Batch</b>
23W-32W LFL and CFL Life Test (1,900 hrs)	<b>Php 13,480.00/Batch</b>
23W-32W LFL and CFL Lumen Maintenance	<b>Php 21,200.00/Batch</b>
23W-32W LFL and CFL Life Test every next 1,000 hrs –	<b>Php 3,200.00/Batch</b>
33W-40W LFL and CFL Life Test (100 hrs)	<b>Php 7,800.00/Batch</b>
33W-40W LFL and CFL Life Test (1,900 hrs)	<b>Php 15,000.00/Batch</b>
33W-40W LFL and CFL Lumen Maintenance	<b>Php 22,800.00/Batch</b>
33W-40W LFL and CFL Life Test every next 1,000 hrs	<b>Php 4,000.00/Batch</b>
Other Light Sources above 40W-100W @ 100 hrs Life Test	<b>Php 8,400.00/Batch</b>
Other Light Sources above 40W-100W @ 1,900 hrs Life Test-	<b>Php 26,400.00/Batch</b>
Other Light Sources above 40W-100W Lumen Maintenance	<b>Php 34,800.00/Batch</b>
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	<b>Php 10,000.00/Batch</b>
Other Light Sources above 100W-200W @ 100 hrs Life Test	<b>Php 9,400.00/Batch</b>
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	<b>Php 45,400.00/Batch</b>
Other Light Sources above 100W-200W Lumen Maintenance	<b>Php 54,800.00/Batch</b>
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	<b>Php 20,000.00/Batch</b>



## 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-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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 proceed to client step no. 2; c. The registration of the client to	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> 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

<p>ERTLS-OSMS is beyond LATL control and is not included in the normal processing time.</p> <p>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.</p>	<p>reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).</p>			
	<p>1.2. Review and approve the Client Registration</p>			<p><i>Chief SRS, LATL</i></p>
<p>2. Request for Energy 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.</p> <p><b>Note:</b></p> <p>a. Upload photos or videos of equipment to be tested</p> <p>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.</p>	<p>2.1. Receive the request of the client through ERTLS-OSMS</p>	N/A	4 Hours	<p><i>Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL</i></p>
	<p>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</p>			<p><i>SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL</i></p>



3. Request for order of payment (OoP) through ERTLS-OSMS	3.4. Receive the request for OoP from client through ERTLS-OSMS.	N/A		<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>
	3.5. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.6. Approve the BS and send it to the client's email.			<i>Sr. SRS/Supv. SRS/Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2. Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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	Please refer to the table of Test Samples and Fees below)	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>

<p>6. Bring/send test samples to DOE-LATL-LOD Test Facility</p> <p><b>Note:</b> 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.</p>	<p>6.1. Receive the Test sample(s)</p> <p><b>Note:</b> 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)</p>	<p>Corresponding fees should already have been paid in step 5 according to the type of appliance/testing/service requested</p>	<p>4 Hours</p>	<p><i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i></p>
	<p>6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service</p>			
	<p>6.3. Conduct Test Request</p>		<ul style="list-style-type: none"> <li>• Electrical and Photometric Characteristics of Omnidirectional /Non-Directional light sources zero ageing – 1 Working Day/ Sample</li> <li>• Electrical and Photometric Characteristics of Omnidirectional /Non-Directional light sources initial reading</li> </ul>	

			<p>test with 100 hours ageing – 5 Working Days/Sample; 25 Calendar Days/Batch of 20</p> <ul style="list-style-type: none"> <li>• 2,000 hours Lumen Maintenance test for fluorescent lamps – 111 Calendar Days/Batch of 20</li> <li>• 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)</li> <li>• 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)</li> <li>• Endurance Test- Temperature Cycling Test (TCT) – 52 Working Days/Batch of 10</li> <li>• LED Lamps Lumen Maintenance – 177 to 270 Calendar Days/Batch of 20 (Note: No. of days is</li> </ul>	
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			dependent on the Rated Lamp Life) Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample	
	6.4. Prepare and generate Test Report/s		1 Working Day	<i>Lab. Tech II/ SRA/SRS I/SRS II</i>
	6.5. Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day and 4 Hours	<i>Sr. SRS/Supv. SRS, LATL</i>
	6.6. Approve and sign the transmittal letter			<i>Chief SRS/ Director, LATL</i>
	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			<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
7. The client will receive the test report through ERTLS-OSMS.  <b>Note:</b> 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

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 Tests		Total Number of Days		
Electrical and photometric characteristics of Omnidirectional/Non-Directional light sources zero ageing		5 Working Days/Sample		
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 <b>Note:</b> The total number of days duration is based on the rated lamp life declared by the client.		
Endurance Test – Supply Switching Test (SST)/Batch of 10		17 to 32 Calendar Days/Batch <b>Note:</b> 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 <b>Note:</b> No. of days is dependent on the Rated Lamp Life		
Electrical Measurements (Other Electrical Devices)		5 Working Days/Sample		

### TEST SAMPLES AND FEES TABLE

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 –	<b>Php 2,200.00/Batch</b>
10W-22W LFL and CFL Photometric with Ageing–	<b>Php 10,500.00/Batch</b>
23W-32W LFL and CFL Life Test (100 hrs) –	<b>Php 7,720.00/Batch</b>
23W-32W LFL and CFL Life Test (1,900 hrs)	<b>Php 13,480.00/Batch</b>
23W-32W LFL and CFL Lumen Maintenance	<b>Php 21,200.00/Batch</b>
23W-32W LFL and CFL Life Test every next 1,000 hrs –	<b>Php 3,200.00/Batch</b>
33W-40W LFL and CFL Life Test (100 hrs)	<b>Php 7,800.00/Batch</b>
33W-40W LFL and CFL Life Test (1,900 hrs)	<b>Php 15,000.00/Batch</b>
33W-40W LFL and CFL Lumen Maintenance	<b>Php 22,800.00/Batch</b>
33W-40W LFL and CFL Life Test every next 1,000 hrs	<b>Php 4,000.00/Batch</b>
Other Light Sources above 40W-100W @ 100 hrs Life Test	<b>Php 8,400.00/Batch</b>
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	<b>Php 26,400.00/Batch</b>
Other Light Sources above 40W-100W Lumen Maintenance	<b>Php 34,800.00/Batch</b>
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	<b>Php 10,000.00/Batch</b>
Other Light Sources above 100W-200W @ 100 hrs Life Test	<b>Php 9,400.00/Batch</b>
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	<b>Php 45,400.00/Batch</b>
Other Light Sources above 100W-200W Lumen Maintenance	<b>Php 54,800.00/Batch</b>
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	<b>Php 20,000.00/Batch</b>



## 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.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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 proceed to client step no. 2; c. The registration of the client to	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> 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

<p>ERTLS-OSMS is beyond LATL control and is not included in the normal processing time;</p> <p>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.</p>	<p>reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).</p>			
	<p>1.2. Review and approve the Client Registration</p>			<p><i>Chief SRS, LATL</i></p>
<p>2. Request for Energy 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.</p> <p><b>Note:</b></p> <p>a. Upload photos or videos of equipment to be tested</p> <p>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.</p>	<p>2.1. Receive the request of the client through ERTLS-OSMS</p>	<p>N/A</p>	<p>4 Hours</p>	<p><i>Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL</i></p>
	<p>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</p>			<p><i>SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL</i></p>



3. Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.	N/A		<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>
	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.			<i>Sr. SRS/Supv. SRS/Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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	<ul style="list-style-type: none"> <li>Gonio Photometry – <b>Php 11,600.00/ Sample</b></li> <li>Electrical Measurement - <b>Php 440.00/ Batch</b></li> </ul>	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>

6. Bring/send test samples to DOE-LATL-LOD Test Facility  <b>Note:</b> 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)  <b>Note:</b> 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)	Corresponding fees should already have been paid in step 5 according to the type of appliance/testing/service requested	4 Hours	<i>Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL</i>
	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 the Test Request		<ul style="list-style-type: none"> <li>• Electrical and Photometric Characteristics of Directional light sources – 1 Working Day/ Sample</li> <li>• Electrical Measurements (Other Electrical Devices) – 1 Working Day/ Sample</li> </ul>	
	6.4. Prepare and generate Test Report/s		1 Working Day	<i>Lab. Tech II/ SRA/SRS I/SRS II</i>
	6.5. Review and Approve Test Report/s, and		1 Working Day and 4 Hours	<i>Sr. SRS/Supv. SRS,</i>

	prepares transmittal letter			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			SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS.  <b>Note:</b> 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
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
<b>Performance Tests</b>		<b>Total Number of Days</b>		
Electrical and photometric characteristics of Directional light sources zero ageing		5 Working Days/Sample		

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.*

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (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)  Note: 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; c. The registration of the client to ERTLS-OSMS is	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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
	1.2. Review and approve the Client Registration			Chief SRS, LATL

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-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS.  <b>Note:</b> 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	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	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			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	3.1. Receive the request for OoP from client through	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3. Request for order of payment (OoP) through ERTLS-OSMS				

	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.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2. Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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	<ul style="list-style-type: none"> <li>• Testing of Air Conditioner (Full load) <b>Php 12,400.00</b></li> <li>• Testing of Air Conditioner (Half load) <b>Php 12,400.00</b></li> </ul>	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

6. Bring/send test samples to DOE-LATL-AES Test Facility  <b>Note:</b> 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	Corresponding fees should already have been paid in step 5 according to the type of appliance/testing/service requested	<ul style="list-style-type: none"> <li>• Testing of Air Conditioners – 1 unit per 1 working day (fixed type)</li> <li>• Testing of Air Conditioners- 1 unit per 2 working days (variable type)</li> </ul>	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	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  <b>Note:</b> For split type air conditioner, the client shall bring their own technician to install the unit in DOE-LATL-AES.		Testing of Air Conditioners – 1 unit per 1 working day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	6.4. Prepare the test report/s and transmittal letter.			
	6.5. Review and approve the test report/s and review transmittal letter.			
	6.6 Review and sign the transmittal letter			
	6.7 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS			
			1 Working Day	<i>Sr. SRS / Supv. SRS, LATL</i>
			1 Working Day	<i>Chief SRS/ Director, LATL</i>
			4 Hours	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>



	once the test report and transmittal letter are ready for download			
<p>7. The client will receive the test report through ERTLS-OSMS.</p> <p><b>Note:</b> 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.</p>	N/A	N/A	N/A	N/A
<p>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</p>	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 Days		



## Energy Performance Testing of Refrigerating Appliances

Note: *This process is ISO Certified.*

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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 proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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
	1.2. Review and approve the Client Registration			Chief SRS, 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-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS.  <b>Note:</b> 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	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	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			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

	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS and send it to the client's email.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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	<ul style="list-style-type: none"> <li>• Testing of Refrigerator – Complete Test <b>Php 24,000.00</b></li> <li>• Testing of Refrigerator – Partial Test <b>Php 14,200.00</b></li> <li>• Ice Making Test (Optional) <b>Php 10,000.00</b></li> <li>• Freezing Capacity (Optional) <b>Php 10,000.00</b></li> </ul>	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

		covering the costs of logistics.		
6. Bring/send test samples to DOE-LATL-AES Test Facility  <b>Note:</b> 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	Corresponding fees should already have been paid in step 5 according to the type of appliance/testing/service requested	<ul style="list-style-type: none"> <li>Refrigerator storage temperature test – 1 Unit- 10 working days.</li> <li>Refrigerator energy consumption test – 1 unit- 18 working days.</li> <li>Refrigerator freezing capacity test – 1 unit- 5 working days.</li> <li>Refrigerator ice-making test – 1 unit- 5 working days</li> </ul>	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	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			
	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.		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			
<p>7. The client will receive the test report through ERTLS-OSMS.</p> <p><b>Note:</b> 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.</p>	N/A	N/A	N/A	N/A
<p>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</p>	N/A	N/A	N/A	N/A
Performance Tests		Total Number of Days		
Refrigerator (Energy Consumption Test and Load Processing)		22.5 Working Days		
Refrigerator (Storage Temperature Test)		14.5 Working Days		
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.*

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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 proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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
	1.2. Review and approve the Client Registration			Chief SRS, 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-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS.  <b>Note:</b> 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	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	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			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



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS and send it to the client's email.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2. Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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 Clothes Washing Machines - <b>Php 21,400.00</b>	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request			<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
6. Bring/send test samples to DOE-LATL-AES Test Facility	6.1. Receive the Test sample(s) once delivered	Corresponding fees should already have been paid in	Testing of Clothes Washer – 4 units per 7 working days	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<p><b>Note:</b></p> <p>a. Client shall ensure that the delivered test sample/s is working properly.</p> <p>b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.</p>	to DOE-LATL-AES	step 5 according to the type of appliance/testing/service requested		
	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			
	6.4. Prepare the test report/s and transmittal letter		Testing of Clothes Washing Machines – 2 working days per unit	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	<i>Sr. SRS / Supv. SRS, LATL</i>
	6.6. Review and sign the transmittal letter		1 Working Day	<i>Chief SRS/ Director, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
7. The client will receive the test report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

<b>Note:</b> 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
<b>Total Number of Days</b>		<b>12.5 Working Days</b>		



## Energy Performance Testing of Television Sets

Note: *This process is ISO Certified.*

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
Processing fee applies (Please refer to the table of Test Samples and Fees below)				
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 proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL	1.1. Assist client in registration to ERTLS-OSMS  <b>Note:</b> For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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
	1.2. Review and approve the Client Registration			Chief SRS, 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-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS.  <b>Note:</b> 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	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	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			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

	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS and send it to the client's email.			<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
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		<i>Accounting Division</i>
	4.2 Upload OoP through ERTLS-OSMS			<i>Sr. SRS/Supv. SRS, LATL</i>
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 Television Sets - <b>Php 4,700.00</b>	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.	<i>Collection Officer, Treasury Division</i>
	5.2. Approve the service request	N/A		<i>Chief SRS, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
6. Bring/send test samples to DOE-LATL-AES Test Facility	6.1. Receive the Test sample(s) once delivered	Corresponding fees should already have been paid in	Testing of Television Sets – 4 units per 1 working day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<b>Note:</b> 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.	to DOE-LATL-AES	step 5 according to the type of appliance/testing/service requested		
	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			
	6.4. Prepare the test report/s and transmittal letter.		Testing of Television Sets – 1 working day per unit	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	<i>Sr. SRS / Supv. SRS, LATL</i>
	6.6. Review and sign the transmittal letter		1 Working Day	<i>Chief SRS/ Director, LATL</i>
	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	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
7. The client will receive the test report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

<b>Note:</b> 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
<b>Total Number of Days</b>		<b>5.5 Working Days</b>		





## 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).

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)				
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sample for Analysis		Office of the GRFTLD Chief SRS		
2. Original (1) copy of Request for Laboratory Services 2 – Internal Form (GRFTL-SF-2)				
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	None	4 Hours	Technical Staff of the concerned Section of GRFTLD  Note: <ul style="list-style-type: none"><li>• Geothermal Coal Section - coal and geothermal water samples</li><li>• Processed Fuels Section -petroleum and biofuel samples</li><li>• Geology Section- rock samples</li><li>• Oil and Gas Section - geothermal</li></ul>
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			

				<i>gas, biogas or synthesis gas</i>
2. Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a)	2.1 Consolidates filled-out forms	None		<i>GRFTLD Staff of the concerned Section</i>
	2.2 Issues of Work Order (GRFTL-SF-3)  a. Dispatches GRFTLSF-3 to the assigned GRFTLD Section		4 Hours	<i>GRFTLD Chief SRS Staff &amp; GRFTLD Chief SRS</i>
	2.3 Analysis of Sample  a. Conducts Sample Preparation / Testing / Analysis ( <i>Refer to page 4 – Conduct of Sample Preparation / Testing / Analysis</i> ) b. Prepares Results of Analysis c. Reviews and Endorses the Transmittal Letter and Test Report to GRFTLD Chief SRS		8 Working Days	<i>GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS</i>
	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	<i>Spvg. SRS, GRFTLD Chief SRS and ERTLS Director</i>

	of the ERTLS Director to the Transmittal Letter			
3. Pick up of Test Report and submission of ERTLS – GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5b)]	3.1 Releases Test Report  a. Receives copy of Test Report acknowledged by the customer  b. Consolidates filled-out forms.			ERTLS OD Staff
<b>Total Number of Days</b>		<b>10 Working Days</b>		

### CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS<sup>a</sup>

Processed Fuels Section	
<b>PNS Test for Automotive Diesel Oil<sup>b</sup></b> (9 samples)	additional 3 days for every 1 - 3 sample/s in excess of 9 samples
<b>PNS Test for B100</b> (6 samples) <sup>b</sup>	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
<b>PNS Test for E100</b> (15 samples) <sup>b</sup>	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
<b>PNS Test for Industrial Fuel Oil</b> (6 samples) <sup>b</sup>	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
<b>PNS Test for Gasoline</b> (6 samples) <sup>b</sup>	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
<b>Non-PNS Test for Diesel</b> (20 samples) <sup>b</sup>	additional 4 days for every 1 - 4 sample/s in excess of 20 samples
<b>Non-PNS Test for Gasoline</b> (20 samples) <sup>b</sup>	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)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 1 - 3 sample/s in excess of 8 samples
Proximate 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 samples
Proximate Analysis with Sample Preparation (3 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 3 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 4 samples
<i>(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)</i>	
Complete Ion Analysis (5 samples)	additional 5 days for every 1 - 5 sample/s in excess of 5 samples
Oil and 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	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 (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
<b>Geology Section</b>	
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**



## 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 10GΩ).

<b>Office or Division:</b>	Lighting and Appliance Testing Laboratory (LATL)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Government, Government-2-Business			
<b>Who May Avail:</b>	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
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 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	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  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.	2.1 Receive the request of the client through ERTLS-OSMS			Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	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
	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		<b>Electrical Instruments</b> <ul style="list-style-type: none"> <li>• DPM – 1.5 Working Days (5 points per parameter)</li> <li>• DMM – 1.5 Working Days (5 points per parameter)</li> <li>• AC/DC Voltmeters – 1.5 Working Days (5 points per parameter)</li> <li>• AC/DC Ammeters – 1.5 Working Days (5 points per parameter)</li> <li>• Ohmmeter – 1.5 Working Days (5 points per parameter)</li> <li>• Resistors – 1.5 Working Days (5 points per parameter)</li> <li>Clamp Meter – 1.5 Working Days (5 points per parameter)</li> </ul>	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>



	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.5 Prepare calibration certificate		1 Working Day	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.6 Review and approve calibration certificate		1 Working Day	<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.			<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
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
<b>Total Number of Days</b>			<b>6 Working Days</b>	



## 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.

<b>Office or Division:</b>	Lighting and Appliance Testing Laboratory (LATL)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Government, Government-2-Business			
<b>Who May Avail:</b>	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website ( <a href="https://ertls-osms.doe.gov.ph/">https://ertls-osms.doe.gov.ph/</a> )		
2. Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website		
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 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	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  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.	2.1 Receive the request of the client through ERTLS-OSMS			Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	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
	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
3. 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,

	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 Calibration		<b>Temperature Instruments</b> <ul style="list-style-type: none"> <li>• PRT – 2 Working Days per 5 points</li> <li>• RTD – 2 Working Days per 5 points</li> <li>• LIG – 2 Working Days per 5 points</li> <li>• Thermocouple – 2 Working Days per 5 points</li> </ul>	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL</i>
	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.5 Prepare calibration certificate		1 Working Day	<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>
	3.6 Review and approve calibration certificate		1 Working Day	<i>Sr. SRS / Supv. SRS / Chief SRS, LATL</i>
	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration			<i>SRS I / SRS II / Sr. SRS / Supv. SRS, LATL</i>

	certificate is ready for download.			
<p>4. Wait for the completion of calibration services.</p> <p>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.</p>	N / A	N / A	N / A	N / A
<p>5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC</p>	N / A	N / A	N / A	N / A
<b>Total Number of Days</b>		<b>6.5 Working Days</b>		

# **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 Philippine Conventional Energy Contracting Program (PCECP) for Coal</u>	3 Working Days	Simple
2. <u>Provision of Cartographic Services</u>	3 Working Days	Simple
3. <u>Checking of Completeness and Verification of Area / Site of Interest (AOI/SOI) for Energy Resource Service Contract (SEOC, WESC, HSC, GSC, AND OESC)</u>	17 Working Days	Highly Technical
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>	3 Working Days	Simple
5. <u>Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 2 – Field Validation)</u>	7 Working Days	Complex

6. <u>Conduct Technical Evaluation / Approval of Coal Block Boundary Survey</u>	20 Working Days	Highly Technical
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### Information and Data Management Division (IDMD)

PROCESSES	DURATION	CLASSIFICATION
7. <u>Provision of Energy Data &amp; Information thru the Energy Data Center (Service Contractors/Investors/Researchers)</u>	7 Working Days	Complex
8. <u>Provision of Energy Data and Information thru the DOE Library</u>	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 &amp; Information thru the DOE Library (DOE Employees)</u>	4 Hours	Simple
10. <u>Provision of Energy Data &amp; Information thru the Energy Data Center (DOE Employees)</u>	4 Hours	Simple

#### Information Technology Division (ITD)

PROCESSES	DURATION	CLASSIFICATION
11. <u>Provision of ICT-related Support Services</u>	3 Working Days	Simple
12. <u>Uploading / Posting of Energy Information thru the DOE Website / Portal</u>	3 Working Days	Simple



## INFORMATION SERVICES DIVISION (ISD)

### PROCESSES

1. Verification of Nominated Area (NA) for Philippine Conventional Energy Contracting Program (PCECP) for Coal
2. Provision of Cartographic Services
3. Checking of Completeness and Verification of Area / Site of Interest (AOI/SOI) for Energy Resource Service Contract (SEOC, WESC, HSC, GSC, AND OESC)
4. Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 1 – Checking, Verification and Issuance of Temporary Map and Technical Description)
5. Technical Evaluation of Small-Scale Coal Mining (SSCMP) Application Area (Task 2 – Field Validation)
6. Conduct Technical Evaluation / Approval of Coal Block Boundary Survey



## 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.

<b>Office or Division</b>	Information Services Division (ISD)			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	Government-2-Government			
<b>Who may avail</b>	Interested individual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Technical Description (TD) of the Nominated Area (NA) in PRS 92		To be provided by Client		
2. Survey/Location plan of the Nominated Area prepared, signed and sealed by a geodetic engineer		To be provided by Client		
3. Fill Out Customer Feedback Form (CFF)		ISD Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to ERDB	1.1. Petroleum Resources Development Division (PRDD) thru ERDB-REC requests for the processing of NA and endorses the documents to ITMS Office of the Director (OD)	None	2 hours	ITMS- Director
	1.2. ITMS-OD receives the request and endorses to ISD for assessment			
	1.3. ISD receives the application of the Nominated Area (NA)			AA III/ISD Personnel
	1.4. Evaluate and endorse request – check completeness of submitted documents.			Chief / Supervisor, ISD
2. Submit the needed documents	2.1. ISD notifies PRDD/CNMD if the submitted documents of client are incomplete.		Processing time of the verification will	ISD Personnel

			<i>be placed on- hold</i>	
	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
<b>TOTAL</b>		<b>3 Working days</b>		



## 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.

<b>Office or Division</b>		Information Services Division (ISD)		
<b>Classification</b>		Simple Transaction		
<b>Type of Transaction</b>		Government-2-Citizen/Government-2-Business		
<b>Who may avail</b>		Interested Individual		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. E-mail/Letter of Request or request made thru phone (Off-Site Clients)		To be provided by Client		
2. Fill out Request Form (Walk-In Clients)		ISD Personnel		
3. Area of Interest file (.shp in PRS '92) if applicable.		To be provided by Client		
4. Accomplish Terms of Use of Electronic File (for e-copy of map) and Fill Out Customer Feedback Form (CFF)		ISD Personnel		
5. Proof of Payment		Treasury Division/DOE Accredited Banks		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request	1.1.Receive, evaluate and endorse the request.	Large Format Size Map: 36x24" (Brightwhite Paper) – 1,150.00 (Photo paper) – 1,800.00 36x48" (Brightwhite paper) – 1,800.00 (Photo paper) – 2,800.00	3 Working days	Chief/Supervisor
2. Validate and confirm the request	2.1.Issuance Order of Payment			Admin. Asst. III (AA III)/ISD Personnel
3. Pay the required fee	3.1.Wait for the Proof of Payment (Off-Site)			Treasury Division or any DOE Accredited Bank
	3.2.Issue the Official Receipt (Walk-in)			Treasury Division
4. Provide copy of OR /proof of payment	4.1.Process the request			Cartographer III/ Cartographer IV/ Cartographer V
	4.2.Check the generated/printed map			ITO I/ISD Supervisor

	4.3.Release/send the map to client	A4 size paper –		<i>AA III/ ISD Personnel</i>
5. Accomplish/Send the CFF	5.1.Accept and verify the CFF	125.00/sheet		<i>ISD Personnel</i>
<b>TOTAL</b>			<b><i>3 Working days</i></b>	



## 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.

<b>Office or Division</b>	Information Services Division (ISD)	
<b>Classification</b>	Highly Technical Transaction	
<b>Type of Transaction</b>	Government-2-Citizen/Government-2-Business	
<b>Who may avail</b>	Interested individual	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>MAPPING REQUIREMENTS FOR AREA VERIFICATION OF RE PROJECTS</b>  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 Hydro).		Client  Client's Geodetic Engineer  Professional Regulations Commission  DENR
2. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (Validity should cover the date of map preparation)		LMS
3. Excel file (see TD_FORM.xls*) containing the PRS'92 geographic		NAMRIA

<p>coordinates of all boundary corners (except Hydro Application).</p>	<p>Notes:</p> <p>Project Area/Site - an RE project area/site subject to Area Verification.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Reminder : The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</p> <p>* - Downloadable through this link – For updating</p> <p><a href="https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms">https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms</a></p> <ul style="list-style-type: none"> <li>• Sample Map 1 – Blocking</li> <li>• Sample Map 2 - Non-Blocking</li> </ul>
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		<ul style="list-style-type: none"> <li>• Sample Map 3 - Hydro Power Project</li> <li>• TD_FORM.xls</li> </ul>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the needed requirements thru EVOSS        2. Receive notification	1. Check for Completeness (Task 1)		3 working days	
	1. Evaluate the request and check the completeness of the submitted documents/mapping requirements.			ISD Supervisor/ ISD Technical Personnel
	2. Notify client for compliance or non-compliance.			ISD Technical Personnel
	2. If Complete - Area Verification (Task 2)			
	1. Process AOI/SOI and check against existing resource contract and application areas, and on other energy resource contracts / applications.		<i>14 working days per area/project as per EVOSS</i>	SR SRS / ITO I / SRS II
	2. Prepare map and verification report			SR SRS / ITO I / SRS II
	3. Check and review verification report and map			Supervisor, ISD
	4. Approve verification report and map			Chief, ISD
3. Receive notification	1. Notify client for compliance or non-compliance.		Processing of AOI will be terminated	ISD Technical Personnel
<b>TOTAL</b>			<b>17 Working days</b>	

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.

<b>Office or Division</b>		Information Services Division (ISD)		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government-2-Citizen/Government-2-Business		
<b>Who may avail</b>		Interested individual		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Location map of the applied area		Client		
2. Lot Data Computation		Client		
3. Certification of tie point used in the survey.		Department of Environment and Natural Resources (LMB or NAMRIA)		
4. Fill Out Customer Feedback Form (CFF)		ISD Technical Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request / required documents	1.1. Receive the request and endorse to ISD for assessment	None	0.5 day	ITMS-Office of the Director
	1.2. Assess the completeness of the submitted documents			Chief / ISD Supervisor
	1.3. Notify the client if the submitted documents are incomplete.		Processing time of the evaluation will be placed on-hold	ISD Technical Personnel
2. Submit the needed documents	2.1. Process the request / generate map, technical description (TD) and verification report		2 days	SR SRS / ITO I / SRS II
	2.2. Check and review map, technical description and verification report		0.5 day	Chief / Supervisor, ISD

	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 days		
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.

<b>Office or Division</b>		Information Services Division (ISD)		
<b>Classification</b>		Complex Transaction		
<b>Type of Transaction</b>		Government-2-Citizen/Government-2-Business		
<b>Who may avail</b>		Interested individual		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Location map of the applied area		Client		
2. Technical Description		ISD Technical Personnel		
3. Validation Working Map		ISD Technical Personnel		
4. Global Positioning System (GPS) Receiver		ISD Technical Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordinate with ISD technical personnel for schedule	1.1. Schedule field validation within 14 days from issuance of temporary map & technical description	None	1 day	ISD Technical Personnel
2. Make GE/surveyor/representative available during field validation	2.1 Coordinate with client and DOE field office on the schedule and logistics			Chief / ISD Supervisor
	2.2 Prepare travel documents/ TO and buy plane ticket (no cash advance)		1 day	ISD Technical Personnel
	2.3 Conduct field validation		4 days (including travel time)	ISD Technical Personnel/Geodetic Engineer
	2.4 Process data/results from field validation;		1 day	ISD Technical Personnel

	prepare field validation report* and if cleared/ok prepare final map & TD and			
	2.5 Approve map and technical description			ITMS- Director / Chief / Supervisor, ISD
3. Submit the CFF and receive the official and final map and TD	2.6 Release / endorse official and final map & technical description, and verification report to client and receive/verify CFF.			AA III/ISD Personnel
TOTAL		7 Working days		
Legal bases: PD 972, BED Circular No. 87-03-001 *if actual location of applied SSCMP area is not same as in the submitted documents, applicant needs to correct and re-submit amended documents				



## 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	Information Services Division (ISD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Citizen/Government-2-Business			
Who may avail	Interested individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Survey Report/Transmittal of Survey returns		Client		
2. Geodetic Engineer's registration and PTR		Professional Regulation Commission and Province or city office where the GE practices his/her profession		
3. Certification of tie used in the survey		Department of Environment and Natural Resources (LMB or NAMRIA)		
4. Certificate of GPS calibration and registration				
5. Field notes and survey plans		Client		
6. Traverse, Setting and Lot Data Computation		Client		
7. Fill Out Customer Feedback Form (CFF)		ISD Personnel		
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	None	1 day	ITMS-Office of the Director
	1.2. Assess the completeness of the submitted documents			Chief / ISD Supervisor
2. Submit the needed documents	2.1. Notify the client if the submitted documents are incomplete.		Processing time of the evaluation will be placed on-hold	ISD Technical Personnel
	2.2. Process and check survey returns, lot data & traverse computations, survey plans and technical descriptions (TD) and other submitted documents		9 days	ISD Technical Personnel

	2.3. Schedule field validation of boundary monuments		1 day	ISD Technical Personnel
	2.4. Inform client and DOE field office of the schedule			ISD Technical Personnel
	2.5. Prepare travel documents/TO and buy plane ticket (no cash advance)		1 day	ISD Technical Personnel
	2.6. Conduct field validation		5 days (including travel time)	ISD Technical Personnel/Geodetic Engineer
	2.7. Process data/results from field validation;		1 day	ISD Technical Personnel
	2.8. Prepare field validation report* and if cleared/ok prepare final map & TD and		1 day	ISD Technical Personnel/Geodetic Engineer
	2.9. Endorse for approval of TD / preparation of transmittal letter		0.75 day	Chief / ISD Supervisor
	2.10. Approve TD, report, map and transmittal letter			ITMS- Director
	2.11. Release / endorse report, map and transmittal letter to ERDB		0.25 day	AA III/ISD Personnel
3. Submit the CFF and receive notification	3.1. Notify the client on the result of the boundary survey and receive/verify CFF.			SR SRS/ITO I
TOTAL		20 Working days		





## INFORMATION DATA MANAGEMENT DIVISION (IDMD)

### PROCESSES

1. Provision of Energy Data & Information thru the Energy Data Center (Service Contractors/Investors/Researchers)
2. Provision of Energy Data and Information thru the DOE Library



## 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.

<b>Office or Division:</b>	Information Data Management Division (IDMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Citizen / Business			
<b>Who may avail:</b>	Service Contractors / Investors			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Letter of request	Students and Investors. Service contractors are not required to submit letter request.			
2. List of data requested or Search List	EDCP shall provide Listings of available data called the "Search List" generated from the EDCP database.			
3. Filled-out data request form	EDCP shall provide computer-generated Data Request Form generated from the EDCP database			
4. Receipt of payment	Client to pay at Treasury Division			
5. Signed Terms and Conditions/ Transmittal	EDCP will prepare the Terms and Conditions /Transmittal.			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request				
2. Select data from the Search List	2.1. EDCP shall provide the Search List generated from the EDCP database.			<i>EDCP staff</i>
3. Fill-out Data Request Form	3.1. Have the request approved by the Chief of the concerned division (PRDD, GEMD, CNMD) or his/her authorized		1 Working Day	<i>Division Chiefs of IDMD and PRDD or CNMD or GRMD</i>

	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	<b>**Students: Fees are waived</b>		Supervising SRS, EDCP Staff
		Seismic section perusal fee	Php 60.00 / Seismic section	
		Well reports (specialized)	Php 2,750.00 / report	
		Well report perusal fee	Php 100.00 / report	
		General reports	Php 3,900.00 / report	
		General report perusal fee	60.00 / report	
		Maps, charts and drawings	Php 120.00 / sheet (Shotpoint location map)	
		Aeromagnetic maps	\$720.00/set (Application Color / Datachrome) 360.00 / set (Isogram)	
		1983 Questor Aeromagnetic Survey – Aeromagnetic tapes	\$2,500.00 / set or \$100.00 / tape	
		World Bank Report	\$18,000.00 / set	
		Scanning	Php 10.00 / sheet	
		Reprographic	Php 2.00 / sheet	

	4.2. Processing of Payment			<i>Treasury staff</i>
5. Sign Confidentiality / Conforme	5.1. Approval of the Confidentiality /Terms and Conditions and or Transmittal		2 Working Days	<i>Director- ITMS</i>
	5.2. Preparation of data		4 Working Days	<i>Supervising SRS, EDCP Staff</i>
6. Students to submit Study/Thesis 3 months after the research / study				
<b>Total Number of Days</b>			<b>7 Working Days</b>	



## 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.

<b>Office or Division:</b>	Information Data Management Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Citizen			
<b>Who may avail:</b>	Academe or Outside Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled-out data request form		Department of Energy Library		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Data Request Form	1.1. Approves the request form	NONE	4 Hours	<i>Division Chief, IDMD</i>
Total Number of Days			4 Hours	



## INTERNAL SERVICES

### PROCESSES

#### Information and Data Management Division (IDMD)

1. Provision of Energy Data & Information thru the DOE Library (DOE Employees)
2. Provision of Energy Data & Information thru the Energy Data Center (DOE Employees)

#### 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.

<b>Office or Division:</b>		Information Data Management Division		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who may avail:</b>		Academe or Outside Clients		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled-out data request form		Department of Energy Library		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Data Request Form	1.2. Approves the request form	None	4 Hours	<i>Division Chief, IDMD</i>
Total Number of Days			4 Hours	



## 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 Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of data requested or Search List		Energy Data Center of the Philippines (EDCP)		
2. Filled-out Data Request Form				
3. Signed Transmittal				
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.	None	4 hours	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.			Division Chiefs, IDMD and PRDD or CNMD or GEMD
3. Sign Transmittal	3.1. Preparation of data			EDCP
Total Number 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 DOE Bureaus, Services and Units		
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	None	1-3 Working Days	Staff, Information Technology Division
Scenario 1: In case ICT Issue can be resolved over the Phone				
2. Relay the details of the problem/ issue.	2.1. Concerned section / IT staff shall collect the details and analyze the problem. Technical actions shall be taken and/or instructions shall be relayed to the client for solutions to correct the issue.  (Note: Depending on the complexity of the issue a remote access			

	or site visit may be needed to diagnose and resolve the reported technical ICT problem/ issue.)			
	<p>2.2. In case problem is resolved, Record call transactions by accomplishing Service Report form, close the reported issue and file the form.</p> <p>Else, if IT staff deemed it necessary to visit the client's office to further assess the reported problem, proceed to the 2nd scenario.</p>			
Scenario 2: In case Site Visit is Required				
3. Relay the problem and assist the IT staff, if needed.	3.1. Analyze the issue and try 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			

	needed to address the issue or problem. Record this in the Service Report form.			
4. Sign the Service Report Form for resolved issues/concern	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.

<b>Office or Division</b>		Information Technology Division (ITD)		
<b>Classification</b>		Simple Transaction		
<b>Type of Transaction</b>		Government-2-Government		
<b>Who may avail</b>		Requesting DOE Bureaus, Services and Units		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of request for posting (written and/or emailed) with proof of clearance/approval from the OSEC / USEC / ASEC / Director (original copy)			c/o Requesting Offices	
2. Copy of data requested for posting, preferably in digital or PDF format and approved copy of graphics/pictures/flash videos, if available			c/o Requesting Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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 information through the DOE website.  Clients may send their requests through email <a href="mailto:pfondevilla@doe.gov.ph">pfondevilla@doe.gov.ph</a>  cc: <a href="mailto:mroxas@doe.gov.ph">mroxas@doe.gov.ph</a> and proceed to Step No. 2	1.1. Acknowledge receipt of request, and forwards to the ITMS Office of the Director	None	1 Working Day	Staff, ITMS-OD
	1.2. Endorse the request to the concerned division (ITD)			ITMS, Director
2. Provide the necessary data and information	2.1. Acknowledge receipt 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 Foreign Travel (with or without refund)</u>	3 Working Days	Simple
2. <u>Processing of Disbursement Vouchers Related to Travels of Employees (Cash Advance and Reimbursement)</u>	4 Working Days	Simple
3. <u>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</u>	14 Working Days	Complex

##### Budget Division (BD)

PROCESSES	DURATION	CLASSIFICATION
4. <u>Processing of Request for Service (RFS) / Purchase Request (PR)</u>	0.05 Working Days	Simple
5. <u>Processing of Obligation Request and Status (ORS)</u>	0.07 Working Days	Simple



## ACCOUNTING DIVISION (AD)

### PROCESSES

1. Liquidations for Special Projects / Events/ Local and Foreign Travel (with or without refund)
2. Processing of Disbursement Vouchers Related to Travels of Employees (Cash Advance and Reimbursement)
3. 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





## Liquidation of Cash Advance for Special Projects/Events/Local and Foreign Travel (with or without refund)

<b>Office or Division:</b>	Accounting Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	All DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Project Expenses</b>		
1.1	Copy of Obligation and Request Status (ORS) to ascertain budget limitation of expenses	<i>Budget Division (BD) /Special Disbursing Officer</i>
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	<i>Special Disbursing Officer</i>
1.3	Bureau of Treasury issued Fidelity Bond covering cash accountability of the designated employee as SDO	<i>Bureau of Treasury</i>
1.4	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	<i>Special Disbursing Officer</i>
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 of expenses authorized to be paid out of fund.	<i>Special Disbursing Officer</i>
1.6	Detailed list of expenses	<i>Special Disbursing Officer</i>
1.7	Report of Disbursement	<i>Special Disbursing Officer</i>
1.8	Official Receipts and supporting documents of various expenses incurred	<i>Special Disbursing Officer</i>
<b>2. Local Travel Expenses</b>		
2.1	Duly Approved Travel Order	<i>Concerned employee</i>
2.2	Authority to Travel signed by concerned USEC	<i>Concerned employee</i>
2.3	Actual Itinerary of Travel duly approved by authorized officials	<i>Concerned employee</i>
2.4	Certificate of Travel Completed	<i>Concerned employee</i>

2.5	Certificate of Appearance / Attendance	<i>Concerned employee</i>
2.6	Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	<i>Concerned employee /Airline/Bus/Ferry Company</i>
2.7	Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	<i>Concerned employee/Hotel</i>
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	<i>Concerned employee</i>
2.9	For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	<i>Concerned employee</i>
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	<i>Concerned employee</i>
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	<i>Concerned employee</i>
2.11.2	Proof of Payment or RER for each fare in excess of Php 75.00	<i>Concerned employee</i>
2.11.3	Certification from local official regarding the prevailing charter rates of the place visited	<i>Concerned employee/Local official</i>
2.12	For field guide cost, justification for services of field guides duly noted by Division Chief	<i>Concerned employee</i>
2.13	For gasoline expenses incurred:	
2.13.1	Official Receipt	<i>Concerned employee</i>
2.13.2	Copy of duly accomplished Vehicle Trip Ticket	<i>Concerned employee/GSD</i>
2.13.3	Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	<i>Concerned employee/GSD</i>
2.14	If cash advance was granted, copy of previously approved itinerary of travel	<i>Concerned employee</i>
2.15	Liquidation Report	
<b>3. Foreign Travel</b>		

3.1 Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>
3.2 Actual itinerary of travel duly approved by authorized officials	<i>Concerned employee</i>
3.3 Certificate of Travel Completed	<i>Concerned employee</i>
3.4 Certificate of Appearance/Attendance	<i>Concerned employee</i>
3.5 Plane tickets, boarding pass	<i>Concerned employee /Airline /Bus /Ferry Company</i>
3.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	<i>Concerned employee</i>
3.7 Narrative Report	<i>Concerned employee</i>
3.8 If granted cash advance, copy of previously approved itinerary of travel	<i>Concerned employee</i>
3.9 Liquidation Report	<i>Concerned Employee</i>
<b>4. Representation, Conference and Meeting Expenses</b>	
4.1 Official Receipt, Cash Invoice/Statement of Account	<i>Concerned Employee</i>
4.2 List of Attendees/guest	<i>Concerned Employee</i>
4.3 Purpose of the expense	<i>Concerned Employee</i>
4.4 Authority to incur expenses duly approved by authorized official	<i>Concerned Employee</i>
4.4.1 Canvass documents, if applicable	<i>Concerned Employee</i>
4.4.2 Abstract of quotation from at least three establishments/concessionaires	<i>Concerned Employee</i>
4.5 Quotations from at least three (3) establishments/concessionaires	<i>Concerned Employee</i>
4.6 Copy of contract, if applicable	<i>Concerned Employee</i>
<b>5. Reproduction Expenses:</b>	
5.1 Official Receipt/Invoice/ Bill	<i>Service Provider / GSD</i>
5.2 Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	<i>Service Provider / GSD</i>
<b>6. Purchase of spare parts, materials and supplies:</b>	
6.1 Official Receipt/ cash invoice	<i>Service Provider / GSD</i>
6.2 Certificate of Emergency Purchase	<i>Concerned Employee</i>
6.2.1 Certification from the Agency head or his duly authorized representative as to the necessity and	<i>Concerned Employee</i>

justification for the emergency purchase. That the supplies are to be used in connection with the project or activity which cannot be delayed without causing detriment to the public				
6.3 Original Requisition slip		Concerned Employee		
6.4 Approve alternative mode of procurement		Concerned Employee		
6.5 Canvass documents		Concerned Employee		
6.5.1 Abstract of quotation from at least three suppliers				
6.5.2 Quotations from at least three (3) suppliers				
6.5.3 If supplier is exclusive distributor				
6.5.3.1 Certificate of exclusive distributorship				
6.5.3.2 Certificate that no suitable substitutes are available				
6.6 Inspection and Acceptance Report (IAR)		Concerned Employee		
6.7 For spare parts purchased and used in repair and maintenance, report of waste materials		Concerned Employee		
<b>7. For emergency repair and maintenance:</b>				
7.1 Official Receipt/Cash invoice		Concerned Employee		
7.2 Original Invoice		Concerned Employee		
7.3 Certificate of Emergency signed by Agency Head or authorized official		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 Employee		
7.5 Acceptance of work done		Concerned Employee		
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 Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit Liquidation Report of Disbursements and		N/A		Employee Concerned

Liquidation reports with supporting documents				
	1.1 Receive and process liquidation report	N/A	1 day	<i>Clerk / Concerned Accounting Staff</i>
	1.2 Review / process liquidation papers / informs the concerned employee to pay refund. If any			<i>Accountant III, Supervising Accountant Special Assignment Section (SAS), Accounting Division (AD)</i>
	1.3 If there is a refund, will prepare order of payment before paying at the cashier / submit receipt of payment to AD			<i>Concerned Accounting Staff/ Chief, AD/ Employee Concerned</i>
	1.4 if there is no refund, certify as to correctness and completeness of liquidation report			<i>Chief, AD</i>
	1.5 Book liquidation / submit the same to COA			<i>Accountant III, Supervising Accountant</i>
2. Disbursement of Funds			2 days	<i>Treasury Division</i>
<b>Total Number of Days</b>	<b>3 Working Days</b>			



## Processing of Disbursement Voucher (DV) Related to Local and Foreign Travels (Cash Advance and Reimbursement)

<b>Office or Division:</b>	Accounting Division (AD)	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Local Travel</b>		
<b>1.1 Prior to Departure</b>		
1.1.1 Copy of Obligation and Request Status (ORS)		<i>Budget Division/ Concerned Employee</i>
1.1.2 Authority to Travel signed by concerned USEC		<i>Concerned employee</i>
1.1.3 Approved Travel Order, duly numbered		<i>Concerned employee</i>
1.1.4 Itinerary of Travel duly approved by:		<i>Concerned employee</i>
1.1.4.1 The Agency Head or his duly authorized representative, for travels below 30 days		
1.1.4.2 The Agency Head for travels of more than 30 days but not exceeding 3 months		
1.1.4.3 The President for travels 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		<i>Accounting Division</i>
<b>1.2 Upon Completion of Travel:</b>		
1.2.1 Duly Approved Travel Order		<i>Concerned employee</i>
1.2.2 Authority to Travel signed by concerned USEC		<i>Concerned employee</i>
1.2.3 Actual Itinerary of Travel duly approved by authorized officials		<i>Concerned employee</i>
1.2.4 Certificate of Travel Completed		<i>Concerned employee</i>
1.2.5 Certificate of Appearance / Attendance		<i>Concerned employee</i>
1.2.6 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees		<i>Concerned employee /Airline/Bus/Ferry Company</i>

1.2.7 Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	<i>Concerned employee/Hotel</i>
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	<i>Concerned employee</i>
1.2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	<i>Concerned employee</i>
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	<i>Concerned employee</i>
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	<i>Concerned employee</i>
1.2.11.2 Proof of Payment or RER for each fare in excess of Php 75.00	<i>Concerned employee</i>
1.2.11.3 Certification from local official regarding the prevailing charter rates of the place visited	<i>Concerned employee/Local official</i>
1.2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	<i>Concerned employee</i>
1.2.13 For gasoline expenses incurred:	
1.2.13.1 Official Receipt	<i>Concerned employee</i>
1.2.13.2 Copy of duly accomplished Vehicle Trip Ticket	<i>Concerned employee/GSD</i>
1.2.13.3 Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	<i>Concerned employee/GSD</i>
1.2.14 If cash advance was granted, copy of previously approved itinerary of travel	<i>Concerned employee</i>
<b>2. Foreign Travel</b>	
<b>2.1 Prior to Departure</b>	

2.1.1	Copy of ORS	<i>Budget Division/ Concerned Employee</i>		
2.1.2	Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>		
2.1.3	For clothing allowance claimed, Certification that no such expenses were claimed within the last 24 months	<i>Concerned employee</i>		
2.1.4	Itinerary of travel duly approved by authorized official	<i>Concerned employee</i>		
2.1.5	Certification from the Accountant that the concerned employee has no outstanding cash advance	<i>Concerned employee</i>		
2.1.6	Letter of Invitation	<i>Concerned employee/ Host Country</i>		
<b>2.2</b>	<b>Upon Completion of Travel:</b>			
2.2.1	Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>		
2.2.2	Actual itinerary of travel duly approved by authorized officials	<i>Concerned employee</i>		
2.2.3	Certificate of Travel Completed	<i>Concerned employee</i>		
2.2.4	Certificate of Appearance/Attendance	<i>Concerned employee</i>		
2.2.5	Plane tickets, boarding pass	<i>Concerned employee /Airline /Bus /Ferry Company</i>		
2.2.6	Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	<i>Concerned employee</i>		
2.2.7	Narrative Report	<i>Concerned employee</i>		
2.2.8	If granted cash advance, copy of previously approved itinerary of travel	<i>Concerned employee</i>		
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		<i>Requesting unit / Concerned Employee</i>



documents to Accounting Division.				
	1.1 Receive and make initial review as to correctness of the amount	None	2 days	<i>Accountant III, AD</i>
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)			<i>Accounting Staff / Clerk, AD</i>
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			<i>Chief, BD</i>
	1.4 Receive DV and certified ORS from BD			<i>Accounting Staff / Clerk, AD</i>
	1.5 Review/evaluate/process DV as to the completeness of its required documents  Note: <i>-If incomplete, return DV and ask employee concerned to comply with the requirements</i>  <i>-If complete, evaluate and process DV</i>			<i>Accountant III / Supervising Accountant, AD</i>
	1.6 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Data Encoder III</i>
	1.7 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper			<i>Chief, AD</i>
	1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority			<i>Accounting Staff / Clerk, AD</i>
2. Receive DV and its supporting documents from AD		None		<i>Requesting unit / Concerned Employee</i>

	2.1 Approve DV (box D) as to approval of payment	None		<i>Head of agency/ director / authorized representative</i>
3. Submit approved DV and its supporting documents to AD		None		<i>Requesting unit / Concerned Employee</i>
	3.1 Receive submitted documents and prepare LDDAP and EMDS	None	1 day	<i>Accounting Staff / Clerk, AD</i>
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			<i>Chief, AD / Administrative Staff</i>
Disbursement of Funds			1 day	<i>Treasury Division</i>
<b>Total Number of Days</b>			<b>4 Working Days</b>	



## 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

<b>Office or Division:</b>	Accounting Division (AD)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All DOE Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Commission on Audit (COA) Circular 2012-001 dated June 14, 2012, Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.		
2. Guidelines on Streamlining the processing of the Job Order Employees' Salary / Payroll		
<b>1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)</b>		
1.1 Copy of Obligation and Request Status (ORS)	<i>Budget Division (BD)/ Concerned Employee</i>	
1.2 Billing Statement / Statement of Account	<i>Concerned Employee/ General Service Division (GSD)</i>	
<b>2. Janitorial / Security and other Service Provider</b>		
2.1 Copy of ORS	<i>BD / Concerned Employee</i>	
2.2 Duly signed and notarized Contract with Certificate of Availability of Funds	<i>GSD /AD</i>	
2.3 Billing Statement/Statement of Account	<i>Janitorial Service Provider</i>	
2.4 Duly Approved Daily Time Record	<i>Janitorial Service Provider / GSD</i>	
2.5 Certification of Service Rendered	<i>GSD</i>	
2.6 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors	<i>Janitorial Service Provider / GSD</i>	
2.7 BAC Documents	<i>Procurement Management Division (PMD)</i>	
2.8 Authorization for payment	<i>Concerned Employee</i>	
<b>3. Salaries</b>		

<b>3.1 First Salary</b>	
3.1.1 Copy of ORS	<i>BD / Concerned Employee</i>
3.1.2 Certified true copy of duly approved appointment	<i>Human Resources Management Division (HRMD)</i>
3.1.3 Assignment order, if applicable	<i>HRMD</i>
3.1.4 Certified true copy of Oath of Office	<i>HRMD / Concerned Employee</i>
3.1.5 Certificate of Assumption	<i>Concerned Employee</i>
3.1.6 Statement of Assets, Liabilities and net Worth	<i>Concerned Employee</i>
3.1.7 Approved DTR	<i>Concerned Employee</i>
3.1.8 Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305)	<i>Concerned Employee</i>
3.1.9 Payroll information on New Employee	<i>Concerned Employee</i>
3.1.10 Philhealth number	<i>Concerned Employee</i>
3.1.11 Pag-ibig number	<i>Concerned Employee</i>
3.1.12 ATM Payroll account number	<i>Concerned Employee</i>
<b>3.2 Salary of individuals hired as Job order</b>	
3.2.1 Copy of ORS	<i>BD / Concerned Employee</i>
3.2.2. Contract duly signed, notarized with certificate of availability of funds	<i>HRMD / AD</i>
3.2.3 Accomplishment Report and Approved Daily Time Record	<i>Concerned Employee</i>
3.2.4 Philhealth number	<i>Concerned Employee</i>
<b>4. Cash Advance Revolving Fund for Field Project Expenses, Setting Up of Special - Purpose Petty Cash/Impress Fund</b>	
4.1 Copy of ORS	<i>BD / SDO</i>
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	<i>SDO</i>
4.3 Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as SDO	<i>BTR</i>
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	<i>SDO</i>

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 of expenses authorized to be paid out of fund.	<i>SDO</i>
<b>5. Job Order for Repair and Maintenance</b>	
5.1 Copy of ORS	<i>BD / Concerned Employee</i>
5.2 Duly signed Purchase Order	<i>Concerned Employee</i>
5.3 Pre-repair Evaluation/Inspection Report	<i>Concerned Employee</i>
5.4 Approved Job Order Request	<i>Concerned Employee</i>
5.5 BAC Resolution	<i>PMD</i>
5.6 Warranty Certificate, if applicable	<i>Service Provider</i>
<b>6. Discretionary/ Representation/ conference/ entertainment and meeting expense</b>	
6.1 Copy of ORS	<i>BD / Concerned Employee</i>
6.2 Official Receipt, Cash Invoice/Statement of Account	<i>Concerned Employee</i>
6.3 List of Attendees/guest	<i>Concerned Employee</i>
6.4 Purpose of the expense	<i>Concerned Employee</i>
6.5 Authority to incur expenses duly approved by authorized official	<i>Concerned Employee</i>
6.6 Approve alternative mode of procurement, if applicable	<i>Concerned Employee</i>
6.7 Certificate of expense by the official concerned (for discretionary)	<i>Concerned Employee</i>
<b>7. Gasoline/ Fuel/ Oil/ Lubricants</b>	
7.1 Copy of ORS	<i>BD / Concerned Employee</i>
7.2 Billing Statement/ Statement of Account	<i>Concerned Employee</i>
7.3 Vehicle Trip Ticket	<i>Concerned Employee</i>
7.4 Requisition & Issue Slip	<i>Concerned Employee</i>
7.5 Consultancy Service, if applicable	<i>Concerned Employee</i>

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		<i>Requesting unit / Concerned Employee</i>
	1.1 Receive and make initial review as to correctness of the amount	None	7 days	<i>Accountant III, AD</i>
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)			<i>Accounting Staff / Clerk, AD</i>
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			<i>Chief, BD</i>
	1.4 Receive DV and certified ORS from BD			<i>Accounting Staff / Clerk, AD</i>
	1.7 Review/evaluate/process DV as to the completeness of its required documents  Note: <i>-If incomplete, return DV and ask employee concerned to comply with the requirements</i>  <i>-If complete, evaluate and process DV</i>			<i>Accountant III / Supervising Accountant, AD</i>
	1.8 Compute for applicable taxes, if any			<i>Accountant III</i>
	1.9 Prepare Certificate of Taxes Withheld (BIR Form 2306/2307), if applicable			<i>Accountant III</i>
	1.10 Indicate and record the DV date,			<i>Data Encoder III</i>

	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			Chief, AD
	1.10 Release the certified DVs together with its complete supporting documents to the Approving Authority			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
	<p>3.1 Receive submitted documents and check if the creditors/payees have a current or savings account (CA/SA) with authorized MDS-GSB.</p> <p>-If with existing account, prepare EMDS</p> <p>-If none, issue a Letter of Introduction (LOI) for the opening of account and prepare LDDAP when accomplished.</p> <p>-Once, creditors are included in the LDDAP, request for a provisional receipt, subject to replacement of OR</p>	None	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			<i>Chief, AD / Administrative Staff</i>
Disbursement of Funds				<i>Treasury Division</i>
<b>Total Number of Days</b>		<b>14 working days</b>		





## **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)

<b>Office or Division:</b>	Budget Division (BD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	All DOE Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Activity		Concerned Employee		
2. Department of Budget and Management (DBM) approved Capital Outlay (CO)		Budget Division		
3. Quotations		Concerned Employee		
4. Distribution List (if applicable)		Concerned Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Request for Services / Purchase Request based on programmed activities and or approved appropriations		None		<i>Requesting Employee</i>
2. Submit approved and numbered RFS/PR together with its supporting documents				<i>Requesting Employee</i>
	1.1 Receive RFS/PR and review as to completeness of documents		5 minutes upon receipt of documents	<i>Staff Budget Division</i>
	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	<i>Budget Officer</i>

	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	<i>Supervising Budget Officer</i>
	1.4 Approve funding allocation for RFS/PR		5 minutes	<i>Chief, BD</i>
	1.5 Record to outgoing logbook the signed RFS/PR route and receive by the requesting party		2 minutes	<i>Staff Budget Division</i>
<b>Total Number of Days</b>		<b>0.05 Working Day</b> (25 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 REQUIREMENTS		WHERE TO SECURE		
1. Approved Travel Order / Authority		Provided by the Employee		
2. Approved Itinerary				
3. Approved Training Order				
4. Receipts of Transportation Expenses Related to Travel				
5. Approved Contract / Purchase Order, Appointment, etc.				
6. Statement of Account / Billings				
7. Attendance Sheet				
8. Payroll				
9. Authorization for payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD		None		<i>Requesting Employee</i>
	1.1 Receive ORS and record to incoming logbook for ORS		5 minutes upon receipt of documents	<i>Staff Budget Division</i>
	1.2 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures		5 minutes	<i>Budget Officer</i>

	1.3 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		3 minutes	<i>Budget Officer</i>
	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	<i>Budget Officer</i>
	1.5 Review as to correctness, completeness, and availability of funds		3 minutes	<i>Supervising Budget Officer</i>
	1.6 Encode ORS to Payment Monitoring System		5 minutes	<i>Budget Officer</i>
	1.7 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		5 minutes	<i>Chief, BD</i>
	1.8 Record ORS to outgoing logbook and transmit to Accounting Division		5 minutes	<i>Staff Budget Division</i>
<b>Total Number of Days</b>		<b>0.07 Working Day</b> (34 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> <i>(ISO Certified)</i>	35 Working Days	Complex

##### General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
2. <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</u>	4 days, 3 hours and 35 minutes	Complex

##### Records Management Division

PROCESSES	DURATION	CLASSIFICATION
3. <u>Receiving of Incoming Documents</u> <i>(ISO Certified)</i>	60 minutes	Simple
4. <u>Request for Information (under the Freedom of Information)</u>	15-35 Working Days	Complex
5. <u>Authentication of Documents</u>	5 hours & 35 minutes	Simple

### Treasury Division (External/Internal Services)

PROCESSES	DURATION	CLASSIFICATION
6. <u>Collection of Fees and Charges</u>	5 minutes	Simple
7. <u>Disbursement of Fund</u>	20 minutes	Simple





## Administrative Service (AS)

### Internal Services

#### Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
8. <u>Processing of GSIS, Pag-BIG and PHILHEALTH Claims</u>		
a. <u>Request change of/ correction of name/ personal data or status of applicant</u>	1 Working Day & 1 Hour	Simple
b. <u>Request to file Application for Retirement/Separation/Benefit Claim</u>	1 Working Day, 4 Hours & 15 minutes	Simple
9. <u>Processing of Authority to Render Overtime Services</u>	4 working days	Simple
10. <u>Processing of Applications for Provident Fund Loan</u>	1 Hour & 20 minutes	Simple
11. <u>Processing of Personnel Development Nomination</u>	10 working days	Complex
12. <u>Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)</u>	3 Hours & 35 minutes	Simple
13. <u>Processing of Applications for Magna Carta Eligibility</u>	2 Working Days & 5 Minutes	Simple

## General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
14. <u>Request for Audio-Visual Room (AVR) 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 (Thru Petty Cash)</u>	10 Hours and 5 minutes	Simple
17. <u>Request for Repair and Maintenance Services (Thru BAC Procurement)</u>	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. <u>Publication of DOE Issuances</u>	2 Working Days & 30 minutes	Simple
20. <u>Mailing/Postal Services</u>	2 hours & 40 minutes	Simple
21. <u>Messengerial Delivery Service</u>	2 hours & 50 minutes	Simple

## Treasury Division (TD)

PROCESSES	DURATION	CLASSIFICATION
22. <u>Petty Cash Disbursement</u>	15 minutes	Simple

## Procurement Management Division (PMD)

PROCESSES	DURATION	CLASSIFICATION
23. <u>Request for Certification of various PMD Documents</u>	40 minutes	Simple
24. <u>Numbering and Monitoring of Purchase Requests</u>	30 minutes	Simple
25. <u>Request for Inclusion in Supplemental APP</u>	70 minutes	Simple
26. <u>Procurement thru Public Bidding</u> <i>(ISO Certified)</i>	See Reference B	Highly Technical
27. <u>Procurement thru Section 53.9: Small Value Procurement</u> <i>(ISO Certified)</i>	See Reference B	Complex



## HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

### EXTERNAL SERVICES

1. Recruitment Process *(ISO Certified)*

### 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. Processing of Applications for Provident Fund Loan
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-Government / Government-to-Citizen		
Who May Avail:	External/Internal applicants		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE	
1. Filled out Personal Data Sheet (PDS)		<p>Provided by the applicant to be inputted/uploaded through the Department of Energy (DOE) Human Resource Information and Payroll System (HRIPS)</p> <p>HRIPS Link can be accessed through the DOE and CSC websites.</p> <p>HRIPS Link is posted in three (3) conspicuous places in the DOE</p>	
2. Cover Letter and Updated Resume			
3. Certificate of Graduation/Diploma and Transcript of Records			
4. Civil Service Certificate of Eligibility or PRC Board Exam Rating or Other Proof of Eligibility			
5. Certificate/s of seminars/trainings attended, if any			
6. Latest Performance Rating or Performance Evaluation form, for those with work experience or with previous employer (If employed in the private sector).			
7. Individual Performance Commitment Review (IPCR) (If employed in the government sector).			
8. One (1) 3.5 cm x 4.5 cm (passport size) recent photo.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Online Application Form through the HRIPS and attach application documentary requirements	<p>1.1. Receive and Evaluate Completeness of Application Documents.</p> <p>1.2. If application documents are not complete, the application is no longer acted upon and the HRIPS is updated to inform the applicant.</p>		N/A	HRMA HRMO II
	<p>1.3. Evaluation of Applicant's credentials vis-à-vis the position's Qualification Standard (QS) and Updating of HRIPS status</p> <p>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.</p>		21	HRMA HRMO II HRMO III

	1.5. HRMD Schedule Initial Interview			
2. Applicant attends the HRMD Initial Interview Proper.	<p>2.1. Conduct Initial Interview Proper</p> <p>2.1.1. If the applicant did not pass the interview, the application is denied and the HRIPS is updated to inform the applicant.</p> <p>2.2. Scheduling of DOE Online Qualifying Examination.</p>			
3. Take the DOE Online Qualifying Examination.	<p>3.1. Viewing of Examination Results of Applicants and Updating of HRIPS status.</p> <p>3.1.1. If applicant failed the DOE Oline Qualifying Examination, the applicant is denied and the HRIPS is updated to inform the applicant.</p>			<p>HRMA</p> <p>HRMO II</p> <p>HRMO III</p>
	4. Preparation and Review of Referral		7	<p>HRMO II</p> <p>HRMO IV</p>

	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
<b>TOTAL NUMBER OF DAYS.</b>			<b>35 WORKING DAYS</b>	





## **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. Request for Supplies and Materials



## 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

<b>Office or Division:</b>		General Services Division		
<b>Classification:</b>		Complex Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who May Avail:</b>		NGAs, LGUs, GOCCs and State Universities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits Letter Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer without Cost to the Records Management Division (RMD)/Field Office	1. Records Management Division (RMD)/Field Office forwards the Letter Request to the Office of the Secretary	None		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
	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			
<b>Total Number of Days</b>		<b>4 days, 3 hours and 35 minutes</b>		

\*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. Receiving of Incoming Documents *(ISO Certified)*
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.*

<b>Office or Division:</b>	Records Management Division (RMD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Pre-numbered stubs to be attached to the documents		DOE Guards on Duty/Security Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the document through Personal Delivery and/or Courier/Postal	1.1 Check the completeness of documents as to addressee, information, and attachments	None	5 mins.	<i>RMD-Receiving Unit Staff / Officer</i>
	1.2a In Personal Delivery, If incomplete, return to the proponent.		2 mins.	
	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		10 mins	
	1.3 If complete, stamp received at the		2 mins.	

	upper right most of the document indicating the time and date of receipt and affix the initial of the Receiving Staff			
	1.4 Sort/segregate documents received by office/bureau/service		2 mins	
	1.5 Encode in the Energy Application Monitoring System (EAMS)		15 mins	
	1.6 Scan the documents and attach in the corresponding EAMS entry/number.		20 mins	
	1.7 Record in the corresponding logbook for dispatching		4 mins	
<b>Total Number of Days</b>			<b>60 mins. / 1 hr.* 0.125 Working day</b>	

*\*Per transaction/document received*





## Request for Information (under the Freedom of Information)

<b>Office or Division:</b>	Records Management Division (RMD) as DOE FOI Receiving Officer			
<b>Classification:</b>	FOI Transaction under Executive Order No. 02, Series of 2016			
<b>Type of Transaction:</b>	Government-2-Citizens			
<b>Who May Avail:</b>	Citizens/Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. eFOI/Standard Request Form		Access to website <a href="http://www.foi.gov.ph">www.foi.gov.ph</a>		
2. Complete Contact information		External Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit eFOI/Standard Request Form	1.1 Check if the request is valid and receive request	None	5 days	FOI Receiving Officer
	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			
	1.3 If not clear what information is requested, seek clarification (15 working day clock stops)			
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			<i>FOI Receiving Officer, FOI Action Officer</i>
	1.7 If the request for information is available, forward to the concerned FOI Decision Maker (FDM)			<i>FOI Receiving Officer</i>
	1.8 If the request for information is not available in the agency, deny and refer to the correct agency or office			
3. Wait for the response	1.9 Obtain all relevant information and prepare schedule of all information located			<i>FOI Action Officer</i>
	1.10 Inform/Consult other officials with key interest			<i>FOI Action Officer, Technical Staff, Division Chief</i>
	1.11 Review content of documents and apply relevant exemptions		10 days	<i>FOI Decision Maker</i>
	1.12 Consider comment/advice of FDM and/or other officials			<i>FOI Action Officer</i>

	1.13 Seek clearance from the FDM			<i>FOI Action Officer, FOI Decision Maker</i>
	1.14 Prepare information for release, if requestor asked for information in a certain format, comply with their preference, if practical.			<i>FOI Action Officer</i>
	1.15 If the requested information requires additional time to gather information, the FOI Decision Maker may apply for an extension		20 days	<i>FOI Decision Maker</i>
<b>Total Number of Days</b>			<b>15-35 Working Days (with request for an extension of twenty (20) working days)</b>	



## Authentication of Documents

<b>Office or Division:</b>	Records Management Division (RMD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who May Avail:</b>	Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement letter from the originator of the document		DOE Concerned Bureau/Service/Office		
2. Request letter from client		External Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	20 mins.	Staff, RMD
	1.2 Check if the requested document is in the custody of RMD.			Records Officer, RMD
	1.3 If available, pull out the requested document and inform the requesting party		30 mins.	
	1.4 If not available, inform the concerned Bureau/Service/Office or the requesting party		10 mins.	Staff, RMD
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)		20 mins.	
	1.6 Inform the requesting party of the amount to be paid for the requested document through email		15 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.	
	2.2 Reproduce the requested document according to the request of the party		40 mins.	
	2.3 Stamp, initial and forward to the certifying authority the requested document	None	1 hour	<i>Records Officer, RMD</i>
	2.4 Sign/authenticate the requested document		2 hours	<i>Records Officer, RMD</i>
	2.5 Inform the requesting party that the document is ready for pick-up		10 mins.	<i>Staff, RMD</i>
3. 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.		
Total Number of Days			5 hours & 35 minutes	

*\*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.

<b>Office or Division:</b>	TREASURY DIVISION (TD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client (G2C); Government to Business (G2B)			
<b>Who may avail:</b>	External / Internal Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment 2. Cash / Check / Proof of Payment		Concerned Bureau / Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Charges CY 2023	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		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
<b>Total Processing Time</b>		<b>5 minutes</b>		



## Disbursement of Fund

Release of payments through Electronic Modified Disbursement System (eMDS), Check or Authority for Fund Transfer.

<b>Office or Division:</b>	TREASURY DIVISION (TD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client (G2C); Government to Business (G2B) Government to Government (G2G)			
<b>Who may avail:</b>	External / Internal Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed LDDAP-ADA / EMDS – ACIC 2. Approved Disbursement Voucher (DV)		Accounting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 against the DV & LDDAP-ADA/EMDS-ACIC	Rental		
	1.5 Review the correctness of BillerDes & Findes as against the DV/s	Repairs & Maintenance Taxes, Licenses, Registrations	2 minutes	AO V
	1.6 Log manually in the journal deduction of validated LDDAP – ADA / EMDS – ACIC from NCA balance	Insurances Cash Advances Refunds	1 minute	AO V
	1.7 Sign LDDAP – ADA / EMDS – ACIC and approve the same in the EMDS online	Reimbursements Purchase of US \$ for Poor's & Platts	2 minutes	TD Chief
	1.8 Sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank	Capital Outlay Other Operating Expenses	3 minutes	Administrative Assistant (AA) II (Disbursing Officer)
<b>Total Processing Time</b> <b>20 minutes</b>				
2. Submit completely signed DV if payment is thru check	2.1 Receive and encode duly approved DV to CMS		3 minutes	Clerk III
	2.2 Prepare check and ACIC		5 minutes	AO III
	2.3 Review the		2 minutes	AO III

	correctness of check and ACIC as against the DV			
	2.4 Check and validate the entered details in the CMS, check and ACIC		3 minutes	AO V
	2.5 Log manually in the journal deduction of validated check from NCA balance		1 minute	AO V
	2.6 Sign check and ACIC and approve the same in the EMDS online		2 minutes	TD Chief
	2.7 Sort original and duplicate copies of ACIC for submission to Landbank		2 minutes	AA II
	2.8 Release check		2 minutes	AA II
<b>Total Processing Time</b>			<b>20 minutes</b>	



## **INTERNAL SERVICES**

### **HUMAN RESOUCE MANAGEMENT DIVISION**



## Processing of Applications for GSIS, PAG-IBIG, & PHILHEALTH

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple Transactions	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. GSIS		DOE HRMD-Personnel Welfare and Performance Management Section (PWPMS)
1.1 For Retirement		
1.1.1 Duly accomplished application form		DOE-HRMD Personnel Action and Services Section (PASS)
1.1.2 Updated Service Record, with Certificate of Leave Without Pay (LWOP)		
1.2 For Life Insurance Benefit/Cash Surrender Value (CSV)/Retirement/Policy Maturity		
1.2.1 Duly accomplished Application Form		
1.2.2 Updated Service Record, with LWOP		
1.2.3 Original Policy Contract, if available		
2. PAGIBIG		
2.1 Provident Benefits Claim (Compulsory Retirement)		
2.1.1 Duly accomplished Application Form		
2.1.2 Updated Service Record, with Certificate of LWOP		
2.1.3 Two (2) Valid IDs (Govt. issued), photocopy only		
2.2 Maturity (10, 15, 20 yrs.)		
2.2.1 Duly accomplished Application Form		
2.2.2 Service Record (latest)		

2.3 Multi-Purpose Loan (MPL)		DOE HRMD-PWPMS / PASS (Service Record)		
2.3.1 Duly accomplished MPL Form				
2.3.2 Original payslip with signature				
2.3.3 Two (2) Valid IDs, photocopy only				
2.3.4 LBP ATM Card (photocopy)				
3. Philhealth				
3.1 Retiree – Lifetime Membership				
3.1.1 Duly accomplished PMRF				
3.1.2 Updated Service Record				
3.1.3 Two (2) ID pictures (1x1)				
3.2 New Employee				
3.2.1 Duly accomplished PMRF				
3.2.2 Marriage Certificate (if married employee)				
3.2.3 Birth Certificate of children below 18 y/o				
3.2.4 Birth Certificate of parents above 60 y/o (if single employee)				
4. Processing of Claims and Applications		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request for change of/ correction of name/ personal data or status of applicant				
1. 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

		None		
	1.2 Evaluate submission and check attachments			
	1.3 Submit request and attachments to GSIS/Pag-IBIG/ PhilHealth		1 Working Day	HRMO II
	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.	
	<b>Total Number of Days</b>		<b>1 Day &amp; 1 Hour</b>	
<b>B. Request to file Application for Retirement / Separation / Benefit Claim</b>		None		
1. Submit the duly accomplished Application for Retirement/ Separation	1.6 Receive/encode/ review the information in the application forms		30 Mins.	HRMO II
	1.7 Request/ask pertinent documents from the HRMD-Personnel Action & Services Section (PASS), e.g., Service Record, etc.			
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)	None	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)		3 Hours	HRMO III, IV, V
	3.3 Submit the application and related documents to the GSIS, Pag-IBIG, and PhilHealth	None	1 Working Day	HRMO II
	3.4 Monitor the filed applications for benefit with GSIS, Pag-IBIG, PhilHealth		15 Mins. (per Application and Office: (GSIS/ Pag-IBIG/ PhilHealth))	
	3.5 Inform the employee, retiree or separated personnel on the status/ release of the benefit/claim		15 Mins.	
Total number of Days		1 Day, 4 Hours, and 15 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)

<b>Office or Division:</b>	Human Resource Management Division (HRMD)		
<b>Classification:</b>	Simple Transactions		
<b>Type of Transaction:</b>	Government-to-Government		
<b>Who May Avail:</b>	Internal Clients (DOE employees)		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE	
1. Request for Authority to Render Overtime Work (RAROW) Form		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.  1.1. If the documents are incomplete, prepare Memorandum to the requesting Client, to submit the lacking document/s.	4 hours	Employee  HRMO II
	2. Evaluate if the Overtime Work indicated in the RAROW warrants approval.  2.1. If the Overtime Work is not approved, discuss to the requesting Client regarding	1 day	HRMO II / HRMO III  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
	<p>7. Recommend and sign the Memorandum for the Secretary and the Certification of Authority to Render Overtime Work.</p> <p>7.1. If in any case the Undersecretary does not approve of the recommendations, the HRMD will offer further alternative to the Client</p>		<p>Department Undersecretary for Administration</p> <p>HRMO V</p>

	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
<b>TOTAL WORKING DAYS</b>		<b>4 working days</b>	

\*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.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	<b>Simple Transaction</b>			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	DOE Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Form Only		DOE –Human Resource Information and Payroll System (HRIPS)		
2. Processing of Loans/Claims		Personnel Welfare & Performance Management Section (PWPMS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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

	<p>Board of Trustees for signature/approval</p> <p>(Action Taken): if</p> <p>a) Disapproved, Memo/Letter of Regret</p> <p>b) Approved, memo to Accounting Division and Voucher for the release of the loan/ claim</p>			
	<p>1.4 Inform the concerned employee of the Board's approval</p>		5 Mins.	HRMA, HRMO II
<b>Total Number of Days</b>		<b>1 Hour &amp; 20 Minutes</b>		



## 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.*

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Government
<b>Who may avail:</b>	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Personnel Development Nomination Form	To be submitted through the Human Resource Information and Payroll System (HRIPS) – Online
PDC Requirements	
1. Memorandum endorsed by the concerned Undersecretary and Director	
2. Budget appropriation/clearance from Budget Division	
3. Identified/itemized funding source/requirements	
4. Invitation/ program of activity/ sponsorship or funding source/ etc.	
5. Individual Performance Commitment and Review (IPCR) Two (2) consecutive periods for foreign nomination and latest rating period for local nomination	
6. Proof of no outstanding Service obligation requirement (for foreign study and non-study program / local study program)	
7. Proof of Compliance to Course and sponsor/organizer requirements (i.e. education, experience, age, etc.)	
8. Training history (Indicate title/date/venue/sponsor or organizer)	
9. Travel Plan	
10. Certificate of Assignment of Responsibility with conforme of all parties	

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
	<p>2. Evaluate invitation for posting if relevant to the mandate and identify target participants</p> <p>Deadline of training invitation is minimum of 3 working days from the date of posting</p> <p>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</p>	None	Two (2) days	Human Resource Management Officer / HRMD
3. Apply for Personnel Development Nomination through HRIPS with complete PDC requirements through HRIPS	<p>3. Receive duly approved/signed by Division Chief, Director and Undersecretary, and endorsed by the Budget Division</p> <p>Note:</p> <p>Approval of the Personnel Development Nomination Form from the nominee/s must be on or before the set deadline of the HRMD</p>	None		<p>Employee / Nominee</p> <p>Bureau/Service Director and Undersecretary</p> <p>Budget Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4. Evaluate and assess the PDC form for its correctness, completeness of the requirements in accordance with the PDC guidelines</p> <p>4.1 Return PDC nomination form with notation, if nominee is found not qualified by the PDC Secretariat through HRIPS.</p> <p>4.2 Preparation of Assessment Sheet and Endorsement of PDC nomination</p>	None	Three (3) days	Human Resource Management Officer / HRMD
	5. Assessment and deliberation of the PDC secretariat, presided by the Administrative Services Director	None	One (1) day	Human Resource Management Officer / HRMD 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
<b>Total Number of Days</b>			<b>Ten (10) Days</b>	

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.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)			
<b>Classification:</b>	<b>Simple Transactions</b>			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Form		DOE –HRMD		
2. Processing of Claims and Application		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for PRAISE benefits	1.1 Receive/Encode/ Review/Evaluate information in the memo-request and in the application form		2.5 hours	HRMA, HRMO II, III, IV, V
	1.2 Prepare/sign/monitor the letter to concerned agency/ school for verification			
	1.3 Preparation for the Pre-PRAISEC meeting with AS Director (i.e., per application/ individual evaluation); Various coordination done by the Secretariat.			
2. Comply with lacking documents (if any)			N/A	Concerned Employee
	2.1 Deliberation of individual's assessments presided by PRAISEC Chairperson		N/A	PRAISE Committee

	<p>2.2.Prepare/finalize/sign/monitor the endorsement memo to Secretary (Action Taken) - if:</p> <p>a) <u>Disapproved</u>, Memo/Letter of Regret</p> <p>b) <u>Approved</u>, memo to Accounting Division and voucher for the release of award/ benefit</p>		1 hour	HRMA, III, IV, V
	2.3 Inform the concerned employee of the approved PRAISEC recommendation		5 Mins.	HRMA, HRMO II
<b>Total Number of Days</b>		<b>3 Hours &amp; 35 minutes</b>		



## Processing of Applications for Magna Carta Eligibility

This applies to transactions relative to PWPMS' Internal Services.

<b>Office or Division:</b>	Human Resource Management Division (HRMD)
<b>Classification:</b>	<b>Simple Transaction</b>
<b>Type of Transaction:</b>	Government-2-Government
<b>Who May Avail:</b>	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
My Magna Carta Application	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.	
<b>The list must be accompanied with the following documents:</b>	
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 computation)	PWPMS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 Committee-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 ExeCom level		2 Hours	HRMA
	1.9 Monitor/Receive the Action Taken from the OSEC (e.g., checked completeness of documents attached, signatures/approval)		15 min	HRMA
<b>Total Number of Days</b>		<b>2 Working Days &amp; 5 Minutes (16 Hours &amp; 5 Minutes)</b>		

## **INTERNAL SERVICES**

### **GENERAL SERVICES DIVISION**



## Request for Audio-Visual Room (AVR) Reservation

<b>Office or Division:</b>		General Services Division (GSD)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who May Avail:</b>		DOE Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request availability of AVR at GSD and have a pre-schedule booking	1.1. Check availability of AVR	None	1 minute	<i>Engineering and Maintenance Section (EMS) Staff, General Services Division</i>
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	2.1. Receive and Numbering of duly accomplished RFS from End-User		2 minutes	
	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 RFS to End-User and AVR personnel concerned		5 minutes	EMS Staff, GSD
<b>Total Number of Days</b>		<b>18 minutes</b>		



## Request for Service Vehicle (GSD Pooled)

<b>Office or Division:</b>	General Services Division (GSD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	DOE Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Trip Ticket		General Services Division – Staff Support Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Trip Ticket	1.1. Check availability of service vehicle	None	5 minutes	<i>Staff, General Services Division</i>
	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	<i>Staff, General Services Division</i>
<b>Total Number of Days</b>		<b>15 minutes</b>		





## Request for Repair and Maintenance Services (Thru Petty Cash)

<b>Office or Division:</b>		General Services Division (GSD)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who May Avail:</b>		DOE Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	<i>GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)</i>
	1.2. Inspection and preparation of scope of works		2 hours	
	1.3. Canvass of spare parts and/or services		4 hours	
	1.4. Preparation of documents for submission to Treasury Division (TD)		1 hour	<i>GSD, AS-OD, AS-TD, BD-FS, End-User</i>
	1.5. Purchase of materials and/or services		3 hours	<i>EMS Staff, GSD</i>
	1.6. Implementation of repair works			
<b>Total Number of Days</b>		<b>10 hours and 5 minutes</b>		



## Request for Repair and Maintenance Services (Thru BAC Procurement)

<b>Office or Division:</b>		General Services Division (GSD)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who May Avail:</b>		DOE Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Services		General Services Division – Engineering and Maintenance Section (EMS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minutes	GSD Engineering and Maintenance Section (EMS) Staff and Supply and Property Management Section (SPMS)
	1.2. Inspection and preparation of scope of works		2 hours	
	1.3. Canvass of spare parts and/or services		4 hours	
	1.4. Preparation of documents for submission to BAC		2 hours	GSD, AS-OD, AS-PMD, BD-FS, End-User
<b>Total Number of Days</b>		<b>8 hours and 5 minutes</b>		



## Request for Supplies and Materials

<b>Office or Division:</b>		General Services Division		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who May Avail:</b>		DOE Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Requisition Issue Slip (RIS)		General Services Division - Supply and Property Management Section (GSD-SPMS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. End-User prepares and submits duly accomplished Requisition and Issue Slip (RIS) to General Services Division (GSD – SPMS)	1. 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
	3. GSD-SPMS prepares the supplies and materials for issuance	None	1 hour	Supply/Property Officer

	to end user based on the approved RIS			
	<p>4. GSD-SPMS releases the supplies and materials for issuance to end user</p> <p>NOTE: Schedule of Releasing of Supplies every Tuesdays and Thursdays at 8:00AM to 4:00PM</p>	None	30 minutes	Supply/Property Officer
<b>Total Number of Days</b>		<b>2 hours and 35 minutes</b>		



## **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 SECURE		
1. Memorandum Request for Publication of DOE Issuances		Requesting Unit		
2. Final and Official Soft Copy of the Issuance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum Request for Publication of DOE Issuance	1.1 Receive request for publication and proofread the e-copy vs. official copy	None	15 mins.	RMD Administrative Officer
	1.2 Email the copy of the issuances and request for layout & quotation		5 mins.	
	1.3 Gathered /reviewed layout & quotation from three (3) publishing companies and prepare memorandum/ documentary requirements for the BAC meeting		2 Working Days	
	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 of days		2 Working days & 30 minutes		

*\*This process is for simple transaction (4 to 5 number of pages of DOE Issuance)*



## Mailing / Postal Services

<b>Office or Division:</b>	Records Management Division (RMD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	Bureaus/Services/Offices of DOE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		RMD		
2. Letter		Client		
3. PHILPOST required form				
3.1 Registered Mails - Registry Return Receipt (Blue Color)		RMD		
3.2 Express Mail - Philpost Express Form (White & Orange Color)		RMD		
3.3 Foreign Destination - Advice of Receipt/of Delivery/of Entry (Pink Color)		RMD		
3.4 Domestic Parcel - Philpost Domestic Parcel Form (Blue and White Color)		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 required form	1.1 Receive and check if the requirements are complete	None	5 mins	Records Officer/Staff, RMD
	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		5 mins	
	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	

	1.6 Prepare the Certificate of Mailing		10 mins	
	1.7 Deliver Mails to Post Office		120 mins	
Total Number of Days			2 Hours & 40 minutes	

*\*This process is for single request.*





## Messengerial Delivery Service

<b>Office or Division:</b>	Records Management Division (RMD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	Bureaus/Services/Offices of DOE			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Messengerial Delivery Service (RMD Form No. 1)		DOE- Records Management Division		
2. Complete details in the envelope (Recipient, Company and Correct Address)		Concerned Employee		
3. Correct and complete documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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	None	5 mins.	Records Officer, RMD
	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		20 mins.	
	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

	Service Monitoring Report (EMSMR) Form No. 1(a) 2016			
	1.5 Deliver the Mails according to their scheduled day of dispatching		2 hours	
Total Number of Days			2 hours & 50 minutes	

- *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.

<b>Office or Division:</b>	TREASURY DIVISION (TD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client (G2C); Government to Government (G2G)			
<b>Who may avail:</b>	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Petty Cash Voucher (PCV) 2. Certificate of Emergency 3. 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 PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 and/or EWT to be deducted from the Gross Amount (if applicable)	Medicines  Repairs & Maintenance (emergency)  Postage & Courier Services (emergency)	2 minutes	AO V
	1.3 Approve/Sign PCV (if documents	Other Emergency Purchases	3 minutes	AO V / TD Chief

	are complete and verified)			
	1.4 Call end-user for release of payment or submission of lacking docs or return of PCV for compliance		3 minutes	AO V
2. Receive petty cash and sign on the PCV	2.1 Release petty cash payment and require signature of end-user on the PCV		2 minutes	AO V
3. Receive relevant documents	3.1 Photocopy PCV and relevant documents for end-user copy and for liquidation & filing purposes		2 minutes	Disbursing Officer / AO V
<b>Total Processing Time</b>		<b>15 minutes</b>		



## 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

<b>Office or Division:</b>	Procurement Management Division (PMD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)			
<b>Who May Avail:</b>	Bureaus / Services / Offices of DOE Officials/Employees			
<b>CHECKLIST OF REQUIREMENTS</b> (as applicable)		<b>WHERE TO SECURE</b>		
1. Request Slip duly signed by Head of Concerned Unit		PMD receiving area		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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	<i>Receiving Staff, Procurement Management Division</i>

	1.2 Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minutes	<i>Receiving Staff, PMD Administrative Officer III, PMD</i>
	1.3 Prepare the requested certification		10 minutes	<i>AO III, PMD</i>
	1.4 Review / approve the requested certification		5 minutes	<i>Supv. AO / Chief AO, PMD</i>
	1.5 Issue the copy of the requested certification		5 minutes	<i>AO III, PMD</i>
<b>Total Number of Days</b>		<b>40 Minutes</b>		





## Numbering and Monitoring of Purchase Requests

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Copy of End-user's PPMP		DOE Intranet under Downloadable Forms		
2. Copy of Budget Office Allocation to End-user based from approved APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	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)		5 Minutes	Supv. AO (SAO), PMD
	1.3 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	<i>AO III, PMD</i>
	1.5 PR ready for pick-up be end-user			
<b>Total Number of Days</b>		<b>30 Minutes</b>		



## Request for Inclusion in Supplemental APP

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184 and its IRR, Annual Procurement Plan (APP)/Supplemental APP)			
Who May Avail:	Bureaus / Services / Offices of DOE as End-users			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)		End-user		
2. Memorandum Request for inclusion in the Supplemental APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	10 minutes	Administrative Officer III, Procurement Management Division
	1.2 Review, validate and evaluate, recommend approval of Request.		30 minutes	
	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 Division (PMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184)			
Who May Avail:	Bureaus/Services/Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End-User's Division / Bureau		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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

	5.2. If complete, endorsed to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement			
6. End-user confirms attendance to BAC Meeting	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
8.1 End-user reviews and confirms Bid Documents	8. Preparation of Invitation to Bid and bid documents. 8.1. Endorsed to end user for confirmation prior to posting		1 day	BAC Secretariat
	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 days)	
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		1 day (At least 12 days from opening of bids but not earlier than 7 days from posting)  (included in 21 days)	BAC Secretariat
14..End-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 .			
	<p>16. Preliminary Bid Evaluation</p> <p>16.1. TWG presents the result of the preliminary bid evaluation</p> <p>16.2. BAC Confirms the Bidder with the lowest calculated bid and TWG proceeds with Post Evaluation</p> <p>16.2.1. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility</p> <p>16.3. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days,</p> <p>16.3.1. BAC Sec immediately notify the bidder of the BAC decision\</p> <p>16.4. If there is no eligible bidder, the declares a failure of bidding.</p> <p>16.4.1. Return to End-User for mandatory review go back to Step No. 8 for reposting or</p>		<p>(within 7 days after opening of bids)</p> <p>Included in the Maximum of 15 days of evaluation upon bid opening</p>	BAC/BAC -TWG



	16.4.2. Recommends for cancellation of procurement .			
17.End-user submits post qualification result to TWG	<p>17.Post Qualifications/ Evaluation</p> <p>17.1. If the lowest bidder as read is qualified proceed to Step No. 18.</p> <p>17.2. If the bidder with the lowest bid as read is found to be noncompliant, the TWG presents the result of the post qualification/ evaluation</p> <p>17.3. BAC Confirms the post disqualification of lowest bidder and BAC Secretariat issues a Notice of Post-disqualification</p> <p>17.3.1. If the post-disqualified bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days,</p> <p>17.3.2. BAC Sec immediately notify the bidder of the BAC decision</p> <p>17.3.3. TWG repeats the process of post evaluation for other eligible bidders</p> <p>17.4. If there is no eligible bidder, the declares a failure of bidding.</p> <p>17.5. Return to End-User for mandatory review</p>		<p>(15 day period of evaluation upon bid opening)</p> <p>Maximum required under RA 9184, Extension subject to approval of HoPE</p>	BAC -TWG

	go back to Step No. 8 for reposting or 17.6. Recommends for cancellation of procurement .			
18 End-user confirms attendance to BAC Meeting	18.Arrangement of BAC Meetings		2 hours	BAC Secretariat
19.End-user Signs the BAC Resolution	<p>19.Presentation of TWG Evaluation for award</p> <p><b>19.1.</b> If the bidder pass the post-qualification, TWG recommends for award</p> <p>19.2. If BAC declares the lowest bidder as post-disqualified the TWG repeats the process of post-qualification for subsequent next ranked bidder until the last eligible bidder.</p> <p>19.2.1. BAC Sec. Notify the Bidder</p> <p>19.3. If all eligible bidders have been disqualified BAC declares a failure of Bidding</p> <p>19.4. Return to End-User for mandatory review and go back to Step No. 8 for reposting or</p> <p>19.5. Recommends for cancellation of procurement</p>		(1 day) Included in the 15 days maximum from BAC Resolution to Issuance of NOA	BAC/TWG / BAC Secretariat
	20.Endorsement of BAC Resolution/NOA for approval of HoPE		1 hour  Included in the 15 days maximum from BAC Resolution	BAC Secretariat

			to Issuance of NOA	
	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 21.2.1. Return to BAC for appropriate action		(5 days upon recommendation by BAC) Included in the 15 days maximum from BAC Resolution to Issuance of NOA	HoPE
	22.Issuance of 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 days upon approval of Contract, Maximum days allowed under RA 9184	Procurement Planning and Contract Management Section
<b>Total Number of Days (For Complete Process)</b>			<b>90 Days, 4 Hours &amp; 50 Minutes</b>	
<b>Total Number of Days For Procurement Management Division</b>			<b>20 Days, 10 Hours &amp; 5 Minutes</b>	



## 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 REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End-User's Division / Bureau		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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
	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	<p>5. TWG evaluation of procurement documents</p> <p>5.1. If incomplete, return to end-user</p> <p>5.2. If complete,</p> <p>5.2.1. If 50,000 and below, no posting, proceed to Step No. 9, TWG Bid Evaluation</p> <p>5.2.2. If above 50,000.00, posting is required, proceed to Step No. 6</p>		(3 days)	BAC TWG
6.1 Review and confirmation of RFQ	<p>6. Preparation of RFQ for Posting</p> <p>6.1. RFQ endorsed to end user for confirmation prior to posting</p>		1 day	BAC Secretariat Section
	7. Posting of Bid Opportunities at DOE and PhilGEPS website		(3 days) minimum allowed under RA9184	BAC Secretariat Section
	8. Endorsement of submitted quotations to TWG		1 day	BAC Secretariat
9.1 End-user conduct technical evaluation	<p>9. Bid evaluation.</p> <p>9.1. End-user evaluation</p> <p>9.2. TWG Evaluation</p>		(3 days)	BAC TWG
10. End-user confirms attendance to BAC Meeting	10. Arrangement for BAC meeting		2 hours	BAC Secretariat
	<p>11. BAC Deliberation</p> <p>11.1. If successful procurement, recommend for award</p> <p>11.2. If failure of bidding;</p>		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
<b>Total Number of Days</b>		<b>39 days 6 Hours and 50 minutes</b>		
<b>Total Number of Days For Procurement Management Division</b>		<b>13 Days, 6 Hours &amp; 35 Minutes</b>		



# LEGAL SERVICES



**LEGAL SERVICES (LS)**

**SUMMARY OF PROCESSES**

**Internal Services**

**General Legal Services Division**

PROCESSES	DURATION	CLASSIFICATION
1. <u>Certificate of No Pending Administrative Case</u>	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

<b>Office or Division:</b>	General Legal Services Division (GLSD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Internal/Within DOE			
<b>Who May Avail:</b>	DOE Employees and Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Travel Order, or			Appropriate authority	
2. Office Clearance				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of travel order or office clearance, as the case may be	1.1 The GLSD shall draft the Certificate of No Pending Case upon requestee's submission of requirements.	None	1 day	GLSD staff
2. Signing of the Certificate	1.2 The draft No Pending Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of her absence.			Chief, GLSD
<b>Total Number of Days</b>			<b>1 day</b>	

# OFFICES

# **CONSUMER WELFARE AND PROMOTION OFFICE (CWPO)**



## CONSUMER WELFARE AND PROMOTION OFFICE (CWPO)

### SUMMARY OF PROCESSES

#### External Services

PROCESSES	DURATION	CLASSIFICATION
1. Concerns Handling Process <i>(ISO Certified)</i>		
a. <u>For Walk-In Customers</u>	3 Hours	Simple
b. <u>For Online Customers</u>	2 Hours	Simple
c. <u>For Live Customers (through Phone Calls, SMS, Chat, Viber, and similar platforms)</u>	3 Hours	Simple
d. <u>For Post Mail Transactions</u>	16 Hours (2 working days)	Simple



## Concerns Handling Process for Walk-In Customers

Note: *This process is ISO Certified.*

<b>Office or Division:</b>		Consumer Welfare and Promotion Office (CWPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen		
<b>Who May Avail:</b>		Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled-out Complaint Form		CWPO Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Customer lodges concern to the CWPO Office and fill-out the provided complaint form	1.1 Receive concerns and interview customer	None	0.50 hour	<i>Admin Aide / Assigned CWPO staff</i>
	1.2 Evaluate/assess data, information, and evidence provided		1.25 hour	<i>Assigned CWPO staff</i>
	1.3 Formulate recommendations with the participation of the customer and secure approval from the Division Chief		0.50 hour	<i>Assigned CWPO staff / Division Chief</i>
	1.4 Discuss the final recommendation with the customer as approved by the Division Chief		0.50 hour	<i>Assigned CWPO staff</i>



2. Customer concurrence with the recommendation and action to be taken	2.1 Record the transaction in the database		0.25 hour	<i>Assigned CWPO staff</i>
<b>Total Number of Hours</b>			<b>3 Hours</b>	

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.*

<b>Office or Division:</b>		Consumer Welfare and Promotion Office (CWPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen		
<b>Who May Avail:</b>		Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Details of Concern		From Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Customer lodges concern	1.1 Check for unattended concerns	None	N/A	<i>Assigned CWPO staff</i>
	1.2 Analyze concerns and identify appropriate action		1.25 hour	<i>Assigned CWPO staff</i>
	1.3 Formulate appropriate response (provide information/advice, endorse to concerned offices)		0.50 hour	<i>Assigned CWPO staff</i>
	1.4 Communicate the appropriate response to the customer		N/A	<i>Assigned CWPO staff</i>
	1.5 Record the transaction in the database		0.25 hour	<i>Assigned CWPO staff</i>
<b>Total Number of Hours</b>		<b>2 Hours</b>		

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.

<b>Office or Division:</b>		Consumer Welfare and Promotion Office (CWPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen		
<b>Who May Avail:</b>		Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Details of Concern		From Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Customer lodges concerns	1.1 Receive concerns	None	N/A	Assigned CWPO staff
	1.2 Engage in live conversation with the customer		0.75 hour	Assigned CWPO staff
	1.3 Analyze concerns and identify appropriate action		1.25 hour	Assigned CWPO staff
	1.4 Formulate appropriate response (provide information/advice, endorse to the concerned offices)		0.50 hour	Assigned CWPO staff
	1.5 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
<b>Total Number of Hours</b>		<b>3 Hours</b>		

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.*

<b>Office or Division:</b>		Consumer Welfare and Promotion Office (CWPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen		
<b>Who May Avail:</b>		Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Details of Concern		From Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Customer lodges concern	1.1 Receive and record concern	None	0.25 hour	<i>Admin Aide / Assigned CWPO staff</i>
	1.2 Analyze concerns and identify appropriate action		1.25 hour	<i>Assigned CWPO staff</i>
	1.3 Draft communication (acknowledgement, endorsement, and/or advice/response)		3 hours	<i>Assigned CWPO staff</i>
	1.4 Review and approval of the prepared communication		1.75 hour	<i>Supervisor / Division Chief</i>
	1.5 Finalize communication for signature of Supervising Official		0.50 hour	<i>Assigned CWPO staff</i>
	1.6 Submit communication to Supervising Official for signature		8 hours (including lag time)	<i>Supervising Official</i>
	1.7 Record and Transmit communication to concerned office/s and customer		1 hour	<i>Admin Aide / Assigned CWPO staff</i>
	1.8 Record/Update the transaction in the database		0.25 hour	<i>Assigned CWPO staff</i>
<b>Total Number of Hours</b>		<b>16 Hours (2 Working Days)</b>		

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
1. <u>Provision of Investor Assistance and Support (Information Request Through E-mail In lieu of Walk-in Information Request) <i>(ISO Certified)</i></u>  *if not available	2 Hours  8 Hours	Simple
2. <u>Provision of Investor Assistance and Support (Request for Virtual Meeting Through IPO) <i>(ISO Certified)</i></u>	6 Hours	Simple

## Provision of Investor Assistance and Support (Information Request Through E-mail in lieu of Walk-in information request)

Note: This process is ISO Certified.

<b>Office or Division:</b>		Investment Promotion Office (IPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen / Government-2-Business / Government-2-Government		
<b>Who may avail:</b>		Individuals / entities who seek assistance in doing investments in the energy sector		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Investor requests information via e-mail	2. IPO Staff records the transaction in the IASR System	None		<i>Investor</i> <i>Staff, IPO</i>
	2A. If the info is available at the IPO, the IPO staff packages the information needed by the investor			<i>Staff, IPO</i>
	2A.1 The IPO Staff packages the information needed by the investor and proceeds to 4			<i>Staff, IPO</i>
	2B. If the information is not available at the IPO, the IPO Staff requests the information from the concerned unit/s			<i>Concerned Unit/s</i>

	2B.1 If the information is available from other units, the concerned unit/s sends the information to IPO and proceeds to 3			<i>Staff, IPO</i>
	2B.2 If the information is not available from other units, the IPO staff conducts research on the inquiry of the investor			<i>Staff, IPO</i>
	3. The IPO Staff packages the information for the approval of the IPO Chief			<i>Staff, IPO</i>
	3A. If the IPO Chief approves the draft reply to the investor, the IPO Chief / Staff sends the information via email with the link to the DOE-IPO Client Satisfaction Measurement (CSM) and proceeds to 5			<i>Staff, IPO</i>
	3B. If the IPO Chief does not approve the draft reply to the investor, the IPO Staff goes back to 3			<i>Chief, IPO</i>
	4. The IPO Chief / Staff sends the information via e-mail with the link to the DOE-IPO Chief, IPO CSM			<i>Staff, IPO</i>
	5 The IPO Chief / Staff ends the transaction in the IASR System			<i>IPO Chief / Staff</i>



	5A. If the investor submits the filled-out CSM Form, the Transaction is ended			<i>Investor</i>
	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.			<i>Chief / Staff, IPO</i>
<b>Total number of Days:</b>	If the information is Available at IPO		<b>2 Hours</b>	
	If the information is not Available at IPO		<b>8 Hours</b>	



## Provision of Investor Assistance and Support (Request for a Virtual Meeting)

Note: *This process is ISO Certified.*

<b>Office or Division:</b>		Investment Promotion Office (IPO)		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Citizen / Government-2-Business / Government-2-Government		
<b>Who may avail:</b>		Individuals / entities who seek assistance in doing investments in the energy sector		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests virtual meeting with IPO	2. The IPO Staff evaluates the request			<i>Investor</i>
	2A. If the meeting is energy-related, the IPO staff records the transaction in the IASR System and proceeds to 4			<i>Staff, IPO</i>
	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 any			<i>Staff, IPO</i>
	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			<i>Staff, IPO</i>

	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			<i>Chief, IPO / Staff</i>
	3. The IPO Staff schedules the virtual meeting			<i>Staff, IPO</i>
	4. The IPO Staff finalizes the schedules, creates an online appointment invitation, and sends the meeting link to the investor			<i>Staff, IPO</i>
	5. IPO Staff ends the Transaction in the IASR System			<i>Staff, IPO</i>
	6. The virtual meeting is conducted as scheduled			<i>Investor Staff, IPO</i>
	7. 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)			<i>Staff, IPO Investor</i>
<b>Total number of Days:</b>	<b>6 Hours</b>			

# **PUBLIC AFFAIRS OFFICE (PAO)**



## PUBLIC AFFAIRS OFFICE (PAO)

### SUMMARY OF PROCESSES

#### External Services

PROCESSES	DURATION	CLASSIFICATION
1. <u>Arrangement of Phone and On-Cam Interviews with Media</u>	1 Working Day	Simple
2. <u>Tri-Media and stakeholders Inquiries</u>	3 Working Days	Simple
3. <u>Media Sends in Sponsorship or Solicitation Letter</u>	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

<b>Office or Division</b>	Public Affairs Office (PAO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business and Government-2-Government			
<b>Who May Avail:</b>	Media			
<b>Checklist of Requirements</b>	Details of inquiry/request			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEESTO BEPAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Arrangement of Phone and On-Cam Interviews with 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	<i>Public Affairs Head / Public Relations Officers</i>

	1.1.1 Confirm the Request			<i>Public Affairs Head</i>
	<p>1.1.1.1 For accepted on-cam interviews, Public Relations Staff will assist the media in setting- up the interview areas.</p> <p>For interviews via Zoom, the Public Affairs Staff set up a meeting link 15 minutes before the actual date of the interview (5-10 minutes).</p> <p>For phone-in-media and stakeholder's immediate response is given by the Public Affairs Head and Staff otherwise it is referred to the concerned Directors if further details and data were asked.</p> <p>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)</p>		0.50 Working Day	<i>Public Relations Officers</i>
	1.1.2. For declined requests, the concerned media will be informed immediately. (5 minutes)		0.25 Working Day	<i>Public Relations Officers</i>
<b>Total Number of Days</b>			<b>1 Working Day</b>	



## Tri-Media and Stakeholders Inquiries

This applies to all inquiries from media and stakeholders.

<b>Office or Division</b>	Public Affairs Office (PAO)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business and Government-2-Government			
<b>Who May Avail:</b>	Public			
<b>Checklist of Requirements:</b>	Details of inquiry			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Stakeholders, Media, and Individuals will send inquiries to DOE through phone calls, email, or social media platforms (e.g., Facebook)	1.1 Public Relations Officers acknowledge and endorse 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	<i>Public Affairs Office</i>
<b>Total Number of Days</b>			<b>3 Working Days</b>	





## 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, Universities, Media, Private Companies			
Checklist of Requirements:	Request letter			
CLIENT STEPS	AGENCY ACTIONS	FEESTO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.	None	1 Working Day	<i>Requesting Party / Public Affairs Office</i>
	1.2 Public Affairs Officeacts on the requestresponding througha written reply.			<i>Public Affairs Head</i>
	1.3 Signed letter will be transmitted by Public Affairs Officer to the requesting agency.		1 Working Day	<i>Public Relations Officers</i>
	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 Days			3 Working Days	

# **LUZON FIELD OFFICE (LFO)**



## LUZON FIELD OFFICE (LFO)

### SUMMARY OF PROCESSES

#### External Services

##### Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <a href="#"><u>Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO) (ISO Certified)</u></a>	20 working days	Highly Technical
2. <a href="#"><u>Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation</u></a>	20 working days	Highly Technical
3. <a href="#"><u>Issuance of Certification for Hauler (Own-Use)</u></a>	7 working days	Complex
4. <a href="#"><u>Issuance of License to Operate (LTO) for Refiller</u></a>	20 working days	Highly Technical
5. <a href="#"><u>Issuance of License to Operate (LTO) for Dealer</u></a>	20 working days	Highly Technical
6. <a href="#"><u>Issuance of License to Operate (LTO) for Retailer</u></a>	20 working days	Highly Technical
7. <a href="#"><u>Issuance of License to Operate (LTO) for Independent Hauler</u></a>	20 working days	Highly Technical

## Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
8. <u>Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit</u>	20 working days	Highly Technical
9. <u>Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit</u>	20 working days	Highly Technical



## ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

### PROCESSES

1. [Issuance of Certificate of Compliance \(COC\) for Liquid Fuels Retail Outlet \(LFRO\) \(ISO Certified\)](#)
2. [Issuance of Certificate of Non-Coverage \(CNC\) for Storage and Dispensing Liquid Fuels for Own-Use Operation](#)
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 Transaction		
Type of Transaction:	Government-2-Business		
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
New application/Renewal/Application of expired COC (Late Renewal)			
I.Prior Notice			
1. Filled-out and notarized application form complete with the following information: (1 copy)		Officer of the Day/Processors/ email: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> 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 Retail Outlet; and			
1.3 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: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> Provided by applicant	
II. Supporting Documents for New Application/Application of expired COC (Late Renewal)			
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate		DOE-OIMB-registered distributor/supplier	

from an OIMB-registered distributor/supplier with validity period (1 copy)	
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/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: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> (for the sample template) Provided by applicant
5. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
6. 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
7. Latest photographs (in 5R size photo paper) showing:	Provided by applicant
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	
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
<b>III. Supporting Documents for Renewal</b>	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> Provided by Applicant
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 Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Officer of the Day/Processors/ email: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> 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:	Provided by applicant
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	
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
<b>IV. Renewal/Reportorial Requirements (Under oath; submitted every 30<sup>th</sup> day of January)</b>	
1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Officer of the Day/Processors/ email: <a href="mailto:lfo.eimd@doe.gov.ph">lfo.eimd@doe.gov.ph</a> Provided by applicant
2. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	OIMB-registered distributor/ supplier
<b>Notes:</b>	
1. Original copy of the above documents shall be presented to LFO for authentication purposes	



2. Incomplete set of requirements will not be accepted (walk-in applicants)				
3. 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 Luzon Field Office  (walk-in,courier/ postal mail)	1. Review of completeness of documents against checklist of requirement 1. If complete, accept the application 2. If incomplete, return to client.	None		<i>Officer of the day</i> 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		<i>Admin Staff</i> 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	3. Evaluator prepares COC Clearance of No Pending Case to be signed by Division Chief and endorsed to Legal Services through email 1. If no pending case, note continue processing of COC 2. If with pending case, note hold in abeyance	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services

	processing of COC and inform applicant on the pending case			
4. Preparation of Order of Payment	4. Issuance of Order of Payment and Billing Statement (BS) for fees	None		<i>Staff/Collecting Officer Energy Industry Management Division</i>
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 Officer Energy Industry Management Division</i>
6. Processing of Application	6.1 Processing of application and preparation of COC	None	12 Working days	<i>Science Research Specialist EIMD</i>
	6.2 Review of the evaluation and action on the application	None	5 Working days	<i>Supervising Science Research Specialist, EIMD</i>
	6.3 Review of the evaluation and action on the application and endorsement to Office of the LFO Director	None		<i>Division Chief EIMD</i>
7. Approval of COC	7.1 Review and endorsement of application for Director's approval	None	3 Working days	<i>Acting Executive Asst. Office of the LFO Director</i>
	7.2 Review and approval of endorsed application	None		<i>Director Office of the LFO Director</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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 own-use 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	
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			
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	
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:	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
<b>Notes:</b>	
1. 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		<i>Officer of the Day/ Assigned Staff, EIMD</i>
2. Filing of DOE SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case	Administrative Fine, if applicable		<i>Division Chief or Director, Legal Services</i>
	2.1.1 If no pending case, note continue processing of COC			
	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		<i>Officer of the Day/Assigned Staff, EIMD</i>
4. Payment of Applicable fees	4.1 Processing of payment and issuance of Official Receipt	CNC Fee – Php3,100.00		<i>Collecting Officer</i>
5. Submission of application to LFO	5.1 Official Acceptance of application	None	0.5 Working Day	<i>Admin Staff, OD</i>
	5.1.1 Endorsement of application to EIMD			
	5.2 Receipt of application and assignment to EIMD		0.5 Working Days	<i>Admin Staff, OD</i>
	5.3 Receipt of application and assignment to respective section/ personnel		3 Working Days	<i>Admin Staff, EIMD</i>
	5.4 Evaluation/ Processing of application and preparation of CNC			<i>Science Research Specialist, EIMD</i>

	5.5 Verification and Field Validation on the application	None	5 Working Days	<i>SRS, EIMD</i>
	5.6 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	5.7 Review and endorsement of application for Director's approval	None	5 Working Days	<i>Division Chief, EIMD</i>
	5.8 Review and approval of endorsed application	None		<i>Director, LFO</i>
6. Receipt of CNC	6.1 Release of approved application to respective division	None		<i>Admin Staff, OD</i>
	6.2 Encoding of CNC	None		<i>Admin Staff, EIMD</i>
	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		
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Dealer, operator, owner, or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Prior Notice	<p>Provided by Applicant  <a href="#">Hauler Application Form (Revised).pdf</a></p>
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 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	
2. Supporting Documents (Certified True Copies)	
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/s	Provided by Applicant
2.5 Payment of fee	
<b>Notes:</b>	
1. Original copy of the above documents shall be presented to EIMD 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 Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	None		<i>Officer of the Day, Luzon Field Office</i>
	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		<i>Officer of the Day, Luzon Field Office</i>
3. Payment of applicable fees	3.1 Processes payment and issues Official Receipt	Certification for Hauler - Php 1,050.00		<i>LFO Collecting Officer</i>
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, Office of the Director Records</i>
	4.2 Receives application and assigns to respective division	None	3.5 Working Days	<i>Admin Staff, Office of the FO Director</i>



	4.3 Receives application and assigns to respective section/ personnel	None		Admin Staff, Office of the Division Chief
	4.4 Processes application and prepares Certification	None		Science Research Specialist, Respective Division
	4.5 Reviews the evaluation and action on the application for Certification	None		Supv. SRS, Respective Division
	4.6 Reviews the evaluation and action on the application, and endorses to the Office of the Field Office Director	None		Division Chief, Respective Division
	4.7 Reviews and approves endorsed application	None	2 Working Days	Director, Office of the FO Director
	4.8 Releases approved application to respective division	None		Admin Staff, Office of the FO Director
5. Release of Certification	5.1. Encodes Certification	None	1 Working Day	Admin Staff, Respective Division
	5.2. Releases application to the client	None		
	5.3. Files copy of the application and action for safekeeping	None		
	5.4. Provides copy to Office of the Field Office Director - Records	None		
Total Number of Days			7 Working Days	



## 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.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Refiller
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized application form	Provided by applicant Provided by Applicant
2. Checklist / directory of requirements	
3. Company profile	
4. Refilling plant profile	
5. List of transport motor vehicle per total company	
6. Attached supporting documents:	
6.1. Executive briefer of operation;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
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	
6.4. of Incorporation if SEC registered or its equivalent if DTI registered;	

6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.6. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration
6.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
6.8. Calibration certificate per bulk motor vehicle (lorry tank)	Department of Science and Technology (DOST)
6.9. Bureau of Fire Protection conveyance permit per motor vehicle;	Bureau of Fire Protection (BFP)
6.10. Fire Safety Inspection Certificate for Occupancy, and Fire Safety Clearance for Storage	
6.11. Occupancy permit per establishment from the Local Government Unit;	LGUs for every City or Municipality
6.12. Permit to operate unfired pressure vessel per tank for LPG business	Department of Labor and Employment (DOLE)
6.13. Environmental compliance certificate per establishment	Department of Environment and Natural Resources (DENR);
6.14. Notarized certification on the supplier's contract or agreement	LPG Supplier / Provided by Applicant
6.15. 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)
6.16. Latest digital photographs (5R Size with date/time stamp) showing the following:	Provided by Applicant
6.16.1. Full and front and back views of the establishment;	
6.16.2. Weighing scale device/s;	
6.16.3. LPG cylinders;	
6.16.4. Safety and informational signs; and	
6.16.5. Display board showing the Facility registered business 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).	

***\*Original copy of above documents must be presented for authentication process***

CLIENT 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			<i>Officer of the day/Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 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			<i>Office of the Legal Services</i>
	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		<i>Collecting Officer</i>
	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	<i>Admin Staff, OD</i>
	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	<i>Admin Staff, OD</i>
	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	<i>Admin Staff, EIMD</i>
	4.7 Processing of application for the issuance of LTO			
	4.8 Verification and Field Validation on the LTO application		5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	4.10 Review and endorsement of LTO application for Director's approval			<i>Division Chief, EIMD</i>
	4.11 Review and approval of LTO application		5 Working Days	<i>Director, OD</i>
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>

	5.2 Release of application to client		1 Working Day	<i>Admin Staff, EIMD</i>
	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Distributor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)		Provided by Applicant
2. Notarized application form		
3. Checklist / directory of requirements		
4. Company profile form - Annex E-2;		
5. Refilling plant profile form – Annex E-3;		
6. List of transport motor vehicle per total company		
7. Attached supporting documents:		
7.1. Executive briefer of operation;		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
7.2. Scaled layout plan per establishment;		
7.3. Business registration for the applied business activity;		
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 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).	
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***\*Original copy of above documents must be presented for authentication process***

CLIENT 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			<i>Officer of the day/Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 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			<i>Office of the Legal Services</i>
	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		<i>Collecting Officer</i>
	3.2 Unpaid application shall not be received			
	3.3 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	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	<i>Admin Staff, OD</i>
	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 Working Days	<i>Admin Staff, EIMD</i>
	4.7 Processing of application for the issuance of LTO			
	4.8 Verification and Field Validation on the LTO application		5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	4.10 Review and endorsement of LTO application for Director's approval			<i>Division Chief, EIMD</i>
	4.11 Review and approval of LTO application		5 Working Days	<i>Director, OD</i>
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>
	5.2 Release of application to client		1 Working Day	<i>Admin Staff, EIMD</i>

	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## 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.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Retailer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized application form 2. Checklist / directory of requirements - 3. Company profile form - Annex E-2; 4. Refilling plant profile form – Annex E-3; 5. List of transport motor vehicle per total company	Provided by applicant
6. Attached supporting documents: 6.1. Executive briefer of operation; 6.2. Scaled layout plan per establishment;	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 Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
6.8. 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)

6.9. Conveyance Permit per motor vehicle; 6.10. Fire Safety Inspection Certificate / Fire Safety 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's Contract / 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	Provided by Applicant
6.18. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	
<b>*Original copy of above documents must be presented for authentication process</b>	

CLIENT 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			<i>Officer of the day/ Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 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			<i>Office of the Legal Services</i>
	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		<i>Collecting Officer</i>
	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	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	<i>Admin Staff, OD</i>
	4.4 Received applications shall be stamped with both date and time and a unique control number			
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	<i>Admin Staff, EIMD</i>
	4.6 Endorse application to assigned processor for the issuance of LTO			

	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		5 Working Days	Division Chief, EIMD
	4.11 Review and approval of LTO application			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			
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## 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.”

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 engage in the business of LPG as Independent Hauler of LPG in Cylinder and/or Cartridge		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notarized application form		Provided by Applicant	
2. Checklist / directory of requirements			
3. Company profile			
4. Refilling plant profile			
5. List of transport motor vehicle per total company			
6. Attached supporting documents:			
a. Executive briefer of operation;		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable	
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;			
e. Business permit for the applied business activity;		Local Government Unit or PEZA Certificate of Registration	
f. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)	
g. 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)	

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;	Provided by Applicant		
k.	Fire prevention and response manual for marine vessel;			
l.	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		
o.	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		
q.	Proof of payment of application fee (Provide Order of Payment and Official Receipt).			
*Original copy of above documents must be presented for authentication process				
CLIENT 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			Officer of the day/Assigned Staff, EIMD
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance"			

	1.3 Incomplete submissions shall not be accepted			
	1.4 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			<i>Office of the Legal Services</i>
	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		<i>Collecting Officer</i>
	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	<i>Admin Staff, OD</i>
	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	<i>Admin Staff, EIMD</i>
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	<i>Admin Staff, EIMD</i>
	4.6 Endorse application to assigned processor			
	4.7 Processing of application for the issuance of LTO		5 Working Days	<i>Science Research Specialist, EIMD</i>

	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		5 Working Days	Division Chief, EIMD
	4.11 Review and approval of LTO application			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	



# 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.

<b>Office or Division:</b>	Luzon Field Office – Energy Resource Development and Utilization Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All Government Entities (RA 11285-IRR Sec.43)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Special Order/Memorandum designating an Energy Efficiency and Conservation Officer and Focal Person		Provided by Auditee
2. Copy of Office Issuance/Memorandum Circulars regarding Energy Conservation Measures		Provided by Auditee
3. Copy of Latest Electrical Bill		Provided by Auditee
4. Summary of Monthly Electricity and Fuel Consumption Reports (2015 to present)		Provided by Auditee
5. Lighting equipment inventory list with specifications		Provided by Auditee
6. Office equipment inventory list with specifications		Provided by Auditee
7. Air-conditioning unit and genset inventory list with specifications		Provided by Auditee
8. Vehicle inventory list (including the date of purchase)		Provided by Auditee
9. Copy of vehicle's preventive maintenance schedule (work order or official receipt as proof)		Provided by Auditee
10. Copy of a sample vehicle trip ticket		Provided by Auditee
11. Copy of approved motor pool logbook – monitoring of vehicle dispatch		Provided by Auditee
12. Gross floor area of all buildings		Provided by Auditee

13. Air-conditioned floor area of all buildings			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	<i>Sr. SRS, SRS II, SRS I</i>
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	NONE	1 Working Day	<i>Sr. SRS, SRS II, SRS I</i>
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	NONE	1 Working Day	<i>Sr. SRS, SRS II, SRS I</i>
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule.	NONE	1 Working Day	<i>Sr. SRS, SRS II, SRS I</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	<i>Sr. SRS, SRS II, SRS I</i>

	3.2 ERDUD to prepare Energy Audit Report	NONE	10 Working Days	<i>Sr. SRS, SRS II, SRS I</i>
	3.3 Review/revision/ recommending approval of the energy audit report by the Division Chief	NONE	3 Working Day	<i>Spvg SRS, Chief SRS</i>
	3.4 Review/revision/ recommending approval of the energy audit report by the Director, LFO	NONE	1 Working Day	<i>Director, LFO</i>
	3.6 Transmittal of the Energy Audit Report to EUMB- EPSMD	NONE	1 Working Day	<i>Staff, OD</i>
	3.7 To send "Client Satisfaction Survey Form" to client.			<i>Staff, ERDUD</i>
<b>TOTAL NUMBER OF DAYS</b>			<b>20 DAYS</b>	



## 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.

<b>Office or Division:</b>	Luzon Field Office – Energy Resource Development and Utilization Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All Government Entities (RA 11285-IRR Sec.43)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Special Order/Memorandum designating an Energy Efficiency and Conservation Officer and Focal Person		Provided by Auditee
2. Copy of Office Issuance/Memorandum Circulars regarding Energy Conservation Measures		Provided by Auditee
3. Copy of Latest Electrical Bill		Provided by Auditee
4. Summary of Monthly Electricity and Fuel Consumption Reports (2015 to present)		Provided by Auditee
5. Lighting equipment inventory list with specifications		Provided by Auditee
6. Office equipment inventory list with specifications		Provided by Auditee
7. Air-conditioning unit and genset inventory list with specifications		Provided by Auditee
8. Vehicle inventory list (including the date of purchase)		Provided by Auditee
9. Copy of vehicle's preventive maintenance schedule (work order or official receipt as proof)		Provided by Auditee
10. Copy of a sample vehicle trip ticket		Provided by Auditee
11. Copy of approved motor pool logbook – monitoring of vehicle dispatch		Provided by Auditee

12. Gross floor area of all buildings			Provided by Auditee	
13. Air-conditioned floor area of all buildings			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	N/A	1 Day	<i>Sr. SRS, SRS II, SRS I</i>
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	N/A	1 Day	<i>Sr. SRS, SRS II, SRS I</i>
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	N/A	1 Day	<i>Sr. SRS, SRS II, SRS I</i>
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule and send the virtual link.	N/A	1 Day	<i>Sr. SRS, SRS II, SRS I</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	<i>Sr. SRS, SRS II, SRS I</i>
	3.2 ERDUD to prepare Energy Audit Report	N/A	10 Days	<i>Sr. SRS, SRS II, SRS I</i>

	3.3 Review/revision/ recommending approval of the energy audit report by the Division Chief	N/A	3 Days	<i>Spvg SRS, Chief SRS</i>
	3.4 Review/revision/ recommending approval of the energy audit report by the Director, LFO	N/A	1 Day	<i>Director, LFO</i>
	3.6 Transmittal of the Energy Audit Report to EUMB-EPSMD	N/A	1 Day	<i>Staff, OD</i>
	3.7 To send "Client Satisfaction Survey Form" to client			<i>Staff, ERDUD</i>
<b>TOTAL NUMBER OF DAYS</b>			<b>20 DAYS</b>	

# **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 (CNC) For Liquid Fuels Retail Outlets</u>	20 Working Days	Highly Technical
2. <u>Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets</u> <i>(ISO Certified)</i>	20 Working Days	Highly Technical
3. <u>Issuance of License to Operate (LTO) for Liquefied Gas (LPG) Establishments</u>	20 Working Days	Highly Technical
4. <u>Issuance of LGU Permit Certification</u>	7 Working Days	Complex
5. <u>Issuance of Registration Certificate</u>	20 Working Days	Highly Technical

##### Energy Resource Development And Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
6. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New &amp; Renewal</u>	20 Working Days	Highly Technical
7. <u>Issuance of Certificate of Coal End-User Registration (CEUR)</u>	20 Working Days	Highly Technical



8. <u>Issuance of Certificate of Coal End-User Registration Renewal (CEURR)</u>	20 Working Days	Highly Technical
9. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) – New</u>	20 Working Days	Highly Technical
10. <u>Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)</u>	20 Working Days	Highly Technical
11. <u>Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit</u>	7 Working Days	Complex

### Internal Services

PROCESS	DURATION	CLASSIFICATION
12. <u>Procedure on the Processing of Clearance of Cases</u>	3 Working Days	Simple
13. <u>Payment of Fees</u>	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

<b>Office or Division:</b>	Energy Industry Management Division (EIMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case)</li> <li>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)</li> <li>DOE-VFO-EIMD-QF-03 (Affidavit of Undertaking)</li> </ul>		Officer of the Day / Frontline Services / Processors		
<ul style="list-style-type: none"> <li>Notarized Application Form</li> <li>Affidavit of Undertaking</li> <li>Supply Agreement</li> <li>Notarized Statement of Facility PNS Compliance</li> <li>Detailed Layout Plan</li> <li>Pictures</li> <li>Legal Clearance</li> <li>Official Receipt of Payment</li> </ul>		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
	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

	<p><b>1.b</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:</p> <ul style="list-style-type: none"> <li>• Request for Legal Clearance</li> <li>• Order of Payment</li> </ul> <p>[Payment cannot be made without first securing a Legal Clearance]</p>	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
<b>2.</b> The Applicant submits the Request for Legal Clearance to the Legal Section		none		<i>Client</i>
	<p><b>2.a</b> 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.</p>	none		<p><i>Legal Section</i></p> <p>* Issuance of Legal Clearance is in a separate internal process</p>
<b>3.</b> Payment of Required Fees	<p><b>3.a</b> The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> <li>• Legal Clearance of NO pending Case</li> <li>• EIMD Order of Payment</li> </ul> <p>The Cashier shall</p>	CNC Fee: P3,100.00		<i>Client</i>

	issue an Official Receipt to the applicant			
	<b>3.b</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		<i>Collecting Officer</i>
<b>4.</b> Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		none		<i>Client</i>
<b>4.a</b> 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		<i>Client</i>
	<b>5.</b> Processing of Application			
	<b>5.a</b> Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	<b>5.b</b> The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the Revised Retail Rules</i> , and accepted standards	none	10 working days	<i>SRS II / Snr. SRS</i>

	and issuances related to the business of retailing liquid fuels			
	<b>5.c</b> The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	<b>5.d</b> If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul>	none		
	<b>6. Final Review and Endorsement</b>			
	<p><b>6a.</b> 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:</p> <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall</p>	none	5 working days	<i>Division Chief /Supervising SRS</i>

	<p>be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	<b>7. Approval of Application and Issuance of Certificate</b>			
	<p><b>7.a</b> The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[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.]</p>	none	3 working days	<i>Director</i>
	<b>8. Applicant Notification</b>			
	<b>8.a</b> The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<b>8.b</b> The applicant shall be notified of the approval of	none		<i>SRS II / Snr. SRS</i>

	<p>application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Letter to Applicant</li> </ul> <p>[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.</p> <p>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.</p>			
<b>9. Receipt of approved COC</b>	<b>9.a</b> The documents mentioned in #8.b shall be released upon presentation of valid identification or proper/valid Certification/Authorization.	none		<i>Client</i>
	<b>9.b</b> For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		





## 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.

<b>Office or Division:</b>	Energy Industry Management Division (EIMD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who may avail:</b>	Downstream Oil related business / activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case)</li> <li>For <b>LFRO</b> applicants: <ul style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-04 (Application Form)</li> <li>DOE-VFO-EIMD-QF-05 (Checklist)</li> <li>DOE-VFO-EIMD-QF-06 (Affidavit of Undertaking)</li> </ul> </li> <li>For <b>MRO</b> applicants: <ul style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-08 (Application Form)</li> <li>DOE-VFO-EIMD-QF-09 (Checklist)</li> <li>DOE-VFO-EIMD-QF-10 (Affidavit of Undertaking)</li> </ul> </li> <li>For <b>TERO</b> applicants: <ul style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-11 (Application Form)</li> <li>DOE-VFO-EIMD-QF-12 (Checklist)</li> <li>DOE-VFO-EIMD-QF-13 (Affidavit of Undertaking)</li> </ul> </li> <li>For <b>TSRO</b> applicants: <ul style="list-style-type: none"> <li>DOE-VFO-EIMD-QF-14 (Application Form)</li> <li>DOE-VFO-EIMD-QF-15 (Checklist)</li> <li>DOE-VFO-EIMD-QF-16 (Affidavit of Undertaking)</li> </ul> </li> </ol>		Officer of the Day / Frontline Services / Processors
<ol style="list-style-type: none"> <li>Notarized Application Form</li> <li>Affidavit of Undertaking</li> <li>Supply Agreement</li> <li>Notarized Statement of Facility PNS Compliance</li> <li>Detailed Layout Plan</li> </ol>		Client

11. Pictures 12. Legal Clearance 13. Official Receipt of Payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	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: <ul style="list-style-type: none"> <li>• Request for Legal Clearance</li> <li>• Order of Payment</li> </ul> [Payment cannot be made without first securing a Legal Clearance]	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		<i>Client</i>
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending	none		<i>Legal Section</i> * 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
<b>3. Payment of Required Fees</b>	<p><b>3.a</b> The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> <li>• Legal Clearance of NO pending Case</li> <li>• EIMD Order of Payment</li> </ul> <p>The Cashier shall issue an Official Receipt to the applicant</p>	<p>COC 1st Issuance: P3,100.00</p> <p>COC Renewal: P3,000.00</p>		<i>Client</i>
	<p><b>3.b</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.</p>	none		<i>Collecting Officer</i>
<b>4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.</b>		none		<i>Client</i>
<b>4.a</b> The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official		none		<i>Client</i>

Receipt of Payment to the Receiver/Processor.				
	<b>5. Processing of Application</b>			
	<b>5.a</b> Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	<b>5.b</b> The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the Revised Retail Rules</i> , and accepted standards and issuances related to the business of retailing liquid fuels	none	10 working days	<i>SRS II / Snr. SRS</i>
	<b>5.c</b> The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	<b>5.d</b> If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul>	none		
	<b>6. Final Review and Endorsement</b>			

	<p><b>6.a</b> 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:</p> <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[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.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>	none	5 working days	<i>Division Chief /Supervising SRS</i>
	<b>7.</b> Approval of Application and Issuance of Certificate			
	<p><b>7.a</b> The following documents shall be signed by Director for approval of the application:</p>	none	3 working days	<i>Director</i>

	<ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[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.]</p>			
	<b>8. Applicant Notification</b>			
	<b>8.a</b> The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<p><b>8.b</b> The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Letter to Applicant</li> </ul> <p>[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.]</p>	none		<i>SRS II / Snr. SRS</i>

	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/Authorization.	none		<i>Client</i>
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## 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.

Office or Division:	Energy Industry Management Division (EIMD)		
Classification:	Highly Technical		
Type of Transaction:	Government-2-Business		
Who may avail:	Downstream Oil related business / activities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div>1. DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case)</div> <div>2. Application Annexes for Refilling Plants:<ul style="list-style-type: none"><li>-Annex E (Application for Issuance of License to Operate LPG Refiller)</li><li>-Annex E1 (Checklist of Requirements)</li><li>-Annex E2 (Company Profile)</li><li>-Annex E3 (RP Profile)</li><li>-Annex E4 (List of Transport Vehicles)</li></ul></div> <div>3. Application Annexes for Dealer:<ul style="list-style-type: none"><li>-Annex F (Application for Issuance of License to Operate LPG Dealer)</li><li>-Annex F1 (Checklist of Requirements)</li><li>-Annex F2 (Company Profile)</li><li>-Annex F3 (Outlet Profile)</li><li>-Annex F4 (List of Motor Vehicles)</li><li>-Annex F5 (Layout)</li></ul></div> <div>4. Application Annexes for Retailer:<ul style="list-style-type: none"><li>-Annex G (Application for Issuance of License to Operate LPG Retailer)</li><li>-Annex G1 (Checklist of Requirements)</li><li>-Annex G2 (Company Profile)</li><li>-Annex G3 (Outlet Profile)</li><li>-Annex G4 (List of Motor Vehicles)</li><li>-Annex G5 (Layout)</li></ul></div>		<div>Officer of the Day / Frontline Services / Processors /</div> <div>Online Link (<a href="https://www.doe.gov.ph/vfo-lto">https://www.doe.gov.ph/vfo-lto</a>)</div>	
<div>5. Notarized Application Form</div> <div>6. Affidavit of Undertaking</div> <div>7. Supply Agreement</div>			



8. Notarized Statement of Facility PNS Compliance 9. Detailed Layout Plan 10. Pictures 11. Legal Clearance 12. 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: <ul style="list-style-type: none"> <li>Request for Legal Clearance</li> <li>Order of Payment</li> </ul> [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

	advised to settle the case prior to the issuance of Legal Clearance.			
3. Payment of Required Fees	<b>3.a</b> The Cashier receives the Order of Payment and may process provided the following are presented: <ul style="list-style-type: none"> <li>• Legal Clearance of NO pending Case</li> <li>• EIMD Order of Payment</li> </ul>	[See note below for the LTO Schedule of Fees]		<i>Client</i>
	<b>3.b</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		<i>Collecting Officer</i>
<b>4.</b> Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		None		<i>Client</i>
<b>4.a</b> 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		<i>Client</i>
	<b>5.</b> Processing of Application			
	<b>5.a</b> Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>

	<b>5.b</b> The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC 2022-11-0037</i> 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	<i>SRS II / Snr. SRS</i>
	<b>5.c</b> The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	None		
	<b>5.d</b> If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul>	none		
	<b>6. Final Review and Endorsement</b>			
	<b>6.a</b> 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	<i>Division Chief /Supervising SRS</i>

	<p>Certificate:</p> <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[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.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	<b>7. Approval of Application and Issuance of Certificate</b>			
	<p><b>7.a</b> The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> <li>• Validation Form</li> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[In case the application shall be disapproved by the Director, the</p>	none	3 working days	<p><i>Director, VFO</i></p>

	documents shall be returned to the Chief SRS with the reason of disapproval clearly written.]			
	<b>8. Applicant Notification</b>			
	<b>8.a</b> The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<p><b>8.b</b> The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Letter to Applicant</li> </ul> <p>[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.</p> <p>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.</p>	None		SRS II / Snr. SRS

9. Receipt of signed LTO and acknowledgement letter	<b>9.a</b> The documents mentioned in 8.b shall be released upon presentation of valid identification or proper/valid Certification/Authorization.	None		<i>Client</i>
	<b>9.b</b> For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	None		<i>SRS II / Snr. SRS</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		

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.

<b>Office or Division:</b>	Energy Industry Management Division (EIMD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-EIMD-QF-45 (Issuance of Certification for LGU Permit)		Officer of the Day / Frontline Services / 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		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	1.b If the above submissions are complete and valid, the Processor shall the following: <ul style="list-style-type: none"> <li>Order of Payment</li> </ul>	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
2. Payment of Required Fees	2.a The Cashier receives the Order of Payment and may process provided the following are presented: <ul style="list-style-type: none"> <li>EIMD Order of Payment</li> </ul>	LGU Permit Certification : P500.00		<i>Client</i>
3 Upon issuance of OR in 2.a, the Applicant		none		<i>Client</i>

shall present the OR to the EIMD Receiver/Processor				
	<b>3.a</b> 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	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	<b>4.</b> Processing of Application			
	<b>4.a</b> The application shall be thoroughly assessed based on the standards	none	1.5 working days	<i>SRS II / Snr. SRS</i>
	<b>4.b</b> The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	<b>4.c</b> If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul>	none		
	<b>5.</b> Final Review and Endorsement			
	<b>5.a</b> 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: <ul style="list-style-type: none"> <li>• Letter to Applicant</li> </ul>	none	2 working days	<i>Division Chief / Supervising SRS</i>



	<ul style="list-style-type: none"> <li>• Certificate</li> </ul> <p>[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.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	6. Approval of Application and Issuance of Certificate			
	<p>6.a The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> <li>• Letter to Applicant</li> <li>• Certificate</li> </ul> <p>[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.]</p>	none	2 working days	Director, VFO

	7. Applicant Notification			
	<b>7.a</b> The approved/duly signed documents mentioned in #7 shall be returned to the Processor.	none	1 working day	
	<p><b>7.b</b> The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Letter to Applicant</li> </ul> <p>[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.]</p> <p>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.</p>	none		SRS II / Snr. SRS
9. Receipt of certification	<b>8.a</b> The documents mentioned in 8.b shall be released	none		Client

	upon presentation of valid identification or proper/valid Certification/Authorization.			
	<b>8.b</b> For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
<b>Total Number of Days</b>		<b>7 Working Days</b>		



## 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.

<b>Office or Division:</b>	Energy Industry Management Division (EIMD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For <b>Registration prior to commencement of construction of refilling plants:</b> - Registration Form - Annex 1 2. For <b>Registration Authority to fill Third Party Trademark or tradename:</b> - Registration Form - Annex 3 3. <b>Registration - Authority to Sell LPG-filled Pressure Vessel:</b> - Registration Form - Annex 4 4. <b>Registration – Authorized Transport Motor Vehicles and Marine Vessels:</b> - Registration Form - Annex 7		Officer of the Day / Frontline Services / Processors Online Link ( <a href="https://www.doe.gov.ph/vfo-lto">https://www.doe.gov.ph/vfo-lto</a> )		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	1.b If the above submissions are complete and valid, the Processor shall the following:	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>

	<ul style="list-style-type: none"> <li>Order of Payment</li> </ul>			
2. Payment of Required Fees	<p><b>2.a</b> The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> <li>EIMD Order of Payment</li> </ul>	<p>For Registratio n prior to commence ment of constructio n of refilling plants:</p> <p>P 1000.00 per brand</p> <p>For Registratio n Authority to fill Third Party Trademark or tradename:</p> <p>P 1000.00 per brand</p> <p>Registratio n - Authority to Sell LPG- filled Pressure Vessel:</p> <p>P 1000.00 per brand</p> <p>Registratio n – Authorized Transport Motor Vehicles and Marine Vessels:</p> <p>P 1000.00 per brand</p>		<i>Client</i>

<b>3</b> Upon issuance of OR in 2.a, the Applicant shall present the OR to the EIMD Receiver/Processor		none		<i>Client</i>
	<b>4.</b> Processing of Application			
	<b>4.a</b> Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	<b>4.b</b> The application shall be thoroughly assessed based on the standards	none	10 working days	<i>SRS II / Snr. SRS</i>
	<b>4.c</b> The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	<b>4.d</b> If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> <li>• Registration Form Certificate</li> </ul>	none		
	<b>5.</b> Final Review and Endorsement			
	<b>5.a</b> 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	<i>Division Chief / Supervising SRS</i>

	<ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Certificate</li> </ul> <p>[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.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	<b>6. Approval of Application and Issuance of Certificate</b>			
	<p><b>6.a</b> The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Certificate</li> </ul> <p>[In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of</p>	none	3 working days	<p><i>Director,</i> <i>VFO</i></p>

	disapproval clearly written.]			
	7. Applicant Notification			
	<b>7.a</b> The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<p><b>7.b</b> The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> <li>• Certificate</li> <li>• Letter to Applicant</li> </ul> <p>[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.]</p> <p>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.</p>	none		SRS II / Snr. SRS
8. Receipt of approved certificate	<b>8.a</b> The documents mentioned in 8.b shall be released	none		Client



	upon presentation of valid identification or proper/valid Certification/Authorization.			
	<b>8.b</b> For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		



# ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

## PROCESSES

1. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New & Renewal
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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Citizen
<b>Who may avail</b>	Interested individuals
<b>CHECKLIST OF REQUIREMENTS</b> <b>Submit one (1) set of the following:</b>	<b>WHERE TO SECURE</b>
1. Application Letter addressed to VFO director and signed by the Applicant or any Authorized Representative	Client
2. Filled out Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Area Clearance from DOE-ITMS.	
7. Certification of Residency from: 7.1 Barangay Captain 7.2 Municipal/City Mayor	
8. Work Program (signed and sealed by Mining Engineer):	
7.1 Computation of Coal Reserves	
7.2 Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.3 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	

7.7 Detailed Mine Plan, Scale 1:1000				
7.8 Production Cost per metric ton				
7.9 Minimum Acceptable Market Price per metric ton				
9. Proof of Working Capital (i.e., Certificate of Bank Deposit)				
10. Operating Agreement				
11. Contract of Purchase and Sale				
12. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-VFO or bank  Application Fee Php 1,000.00 per hectare or fraction thereof ( <i>non-refundable</i> )		
Additional Requirements for Supervised SSCMP:				
a. Operating Agreement b. Contract of Purchase and Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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		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	6 Working Day	<i>Sr. SRS / SRS II</i>
	1.4.b. If not technically qualified, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.a. If technically qualified, ERDUD endorse the application to VFO Legal Section	None		<i>Sr. SRS / SRS II</i>
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer, VFO</i>
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.5 ERDUD Reviews and Approves the evaluated SSCMP application	None	4 Working Days	<i>Chief SRS, ERDUD</i>

	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If approved, ERDUD endorses the application to VFO-OD for approval	None		<i>Chief SRS, ERDUD</i>
	1.6 VFO-OD Reviews and Approves the evaluated SSCMP application	None		<i>Director, VFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None	3 Working Day	<i>Director, VFO</i>
	1.6.2 If approved, VFO-OD records and transmits the approved SSCMP to ERDUD	None		<i>Admin Staff, Office of the Director</i>
	1.7 ERDUD records and transmits the approved SSCMP to VFO-Records Officer	None	1 Working Day	<i>Records Officer</i>
	1.8 VFO-Records Officer releases the approved SSCMP thru mail/ pick-up	None	1 Working Day	<i>Records Officer</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## 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 coal purchasing and utilization		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application letter		Client	
2. Duly accomplished application form (ERDB Form No. 2011-2)		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 specifications of coal-fired equipment and location map		Supplier of Equipment	
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB	
6. Current Business Permit		City/municipality where the facility is located	
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client	
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application 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	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		<i>Records Officer</i>
	1.3 VFO-OD records/reviews the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Director, VFO</i>  <i>Admin Staff, Office of the Director</i>
	1.4 ERDUD conducts technical evaluation	None	1 Working Day	<i>Sr. SRS / SRS II</i>
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses to Legal	None	6 Working Days 4 Working Days	<i>Chief SRS, ERDUD</i>



	Section for review and evaluation			
	1.5 Legal Section conducts Legal Evaluation	None		<i>Legal Officer, VFO</i>
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None	4 Working Days 2 Working Days 1 Working Day	<i>Legal Officer, VFO</i>
	1.6 Prepare CEUR Documents and endorse to CSRS for review	None		<i>Sr. SRS / SRS II</i>
	1.7 Reviews and endorses to VFO-OD for final review and/or approval	None		<i>Chief SRS, ERDUD</i>
	1.8 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>
	1.8.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.9 VFO-Records Officer updates Document Tracking System	None	2 Working Days	<i>Records Officer</i>

	(DTS) and forwards to ERDS			
	1.10 Conducts Orientation to CEUR and releases the approved CEUR	None	1 Working Day	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		Sr. SRS / SRS II
Total Number of Days		20 Working Days		



## 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.

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 coal purchasing and utilization		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application letter		Client	
2. Duly accomplished application form (ERDB Form No. 2011-2)		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 specifications of coal-fired equipment and location map		Supplier of Equipment	
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB	
6. Current Business Permit		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	

9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application 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		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 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		<i>Director, VFO</i>
	1.5.2 If financially qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Sr. SRS / SRS II</i>
	1.6 Legal Section conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer, VFO</i>
	1.6.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.6.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.7 Prepares CEUR-R Documents and endorses to CSRS for review	None	2 Working Days	<i>Sr. SRS / SRS II</i>
	1.7 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>
	1.7.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>

	1.8 ERDUD records and transmits the approved CEUR to VFO-Records Officer	None	1 working Day	<i>Records Officer</i>
	1.9 VFO-Records Officer releases the approved CEUR to applicant thru mail/ pick-up	None		<i>Records Officer</i>
Total Number of Days		20 Working Days		



## 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.

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 coal trading activities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
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: 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 Compliance Certificate of coal storage facility		DENR-EMB	
6. Current Business Permit		City/municipality where the storage facility is located	
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application.		Client	
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00 (non-refundable)	
For Coal Operating Contract (COC) and Small-Scale Coal Mining Permit (SSCMP) Holders:			
1. Application Letter		Client	
2. Copy of the approved and duly conformed SSCMP.			

3. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of the application.				
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 Drivers		Client		
2. List of vehicles with plate number and copy of OR/CR				
3. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				
4. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00 (non-refundable)		
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	1 Working Day	Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		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 /



				<i>SRS II</i>
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		<i>Chief SRS, ERDUD</i>
	1.5 Legal Section conducts Legal Evaluation	None	4 Working Days	<i>Legal Officer, VFO</i>
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.6 Prepares CTA Documents and endorses to CSRS for review	None	2 Working Days	<i>Sr. SRS / SRS II</i>
	1.7 Reviews and endorses to VFO-OD for final review and approval	None	1 Working Day	<i>Chief SRS, ERDUD</i>
	1.8 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>

	1.8.1 VFO-OD records and transmits the approved CTA to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.9 VFO-Records Officer updates the Document Tracking System (DTS) and forwards to ERDS	None	2 Working Days	<i>Records Officer</i>
	1.10 Conducts Orientation to CTA and releases approved CTA	None		<i>Sr. SRS / SRS II</i>
<b>Total Number of Days</b>			<b>20 working days</b>	



## 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.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)		
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Business		
Who may avail	Accredited Coal Traders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application letter		Client	
2. Duly accomplished application form (ERDB Form No. 2011-1)		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. 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 Compliance Certificate of coal storage facility		DENR-EMB	
6. Current Business Permit		City/municipality where the storage facility is located	
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		Client	
8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application.			
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank  Application Fee – Php 3,500.00  (non-refundable)	

<b>For Coal Operating Contract (COC) and Small-Scale Coal Mining Permit (SSCMP) Holders:</b>				
1. Application Letter		Client		
2. Copy of the approved and duly conformed SSCMP.				
3. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of the application.				
4. Application fee		No application fee		
<b>For Logistics Service Provider (hauling services): items 1, 2, 3, 6, 7, 8 and the ff:</b>				
1. List of Authorized Drivers		Client		
2. List of vehicles with plate number and copy of OR/CR				
3. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				
4. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00 (non-refundable)		
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	1 Working Day	Records Officer
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		Records Officer
		1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day

	1.4 ERDUD conducts technical evaluation	None	5 Working Days	<i>Sr. SRS / SRS II</i>
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses the application to CERCD for financial evaluation	None		<i>Chief SRS, ERDUD</i>
	1.5 CERCD conducts financial evaluation	None	4 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to ERDUD	None		<i>Chief, CERCD</i>
	1.6 ERDUD endorses the application to Legal Section for Legal Evaluation	None	1 Working Day	<i>Chief SRS, ERDUD</i>
	1.7 Legal Section conducts Legal Evaluation	None	2 Working Days	<i>Legal Officer, VFO</i>

	1.7.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		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	Director, 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 Days		20 working 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)	
<b>Classification</b>	Complex Transaction	
<b>Type of Transaction</b>	Government-2-	
<b>Who may avail</b>	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Submit Three (3) sets of the following:</b>		
<b>A. For Safety Engineer</b>		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		VFO-ERDUD
2. Originally Signed Resume	Client	
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the VFO 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-VFO or bank Application Fee Php 550.00 (non-refundable)
<b>B. For Safety Inspector</b>		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		VFO-ERDUD
2. Originally Signed Resume	Client	
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		

5. Letter Addressed to the VFO Director recommending/endorsing the applicant signed by the company’s Resident Manager of COC or SSCMP holder				
6. Any of the following:				
a. Certified True Copy of Diploma for Mining Engineering Course				
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-VFO or bank Application Fee Php 550.00 (non-refundable)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (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	<i>Admin Staff, Office of the Director</i>
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None	2 Working Days	<i>Sr. SRS/ SRS II,</i>
	1.4.1 If not technically qualified, ERDUD rejects application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses the application to VFO Director for final review and approval	None		<i>Chief SRS, ERDUD</i>
	1.5 VFO-OD reviews the endorsed application	None	1 Working Day	<i>Director, VFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Chief SRS, ERDUD</i>
	1.5.2 If approved, VFO-OD records and transmits the signed permit to ERDUD	None		<i>Admin Staff, Office of the Director</i>

	1.6 VFO-OD records and transmits the approved SE/SI to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.7 VFO-Records Officer updates the Document Tracking System (DTS) and releases the permit	None	1 Working Day	<i>Records Officer</i>
<b>Total Number of Days</b>		<b>7 Working Days</b>		



## **INTERNAL SERVICES**

### **PROCESSES**

1. Procedure on the Processing of Clearance of Cases
2. Payment of Fees



## Procedure on the Processing of Clearance of Cases

<b>Office or Division:</b>	VFO Legal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Upstream and Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-QF-00 (DOE LTO/COC 2. Clearance of No Pending Case)		Processors 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				<i>Client</i>
	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			
<b>Total Number of Days</b>		<b>3 Working Days</b>		



## Payment of Fees

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.

<b>Office or Division:</b>	Visayas Field Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Upstream and Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-QF-03 (Order of Payment 151 Form or OPF)		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  <a href="https://www.doe.gov.ph/fees-and-charges">https://www.doe.gov.ph/fees-and-charges</a>	30 mins	<i>Client</i>
	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	<i>Client</i>
<b>Total Number of Days</b>		<b>3 hours</b>		

# **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 Outlet-Own Use)</u>	7 days	Complex Transaction
2. <u>Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations</u>	20 days	Highly Technical Transaction
3. <u>*Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) (ISO Certified)</u>	20 days	Highly Technical Transaction
4. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller</u>	20 days	Highly Technical Transaction
5. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer</u>	20 days	Highly Technical Transaction
6. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station</u>	20 days	Highly Technical Transaction
7. <u>Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge</u>	20 days	Highly Technical Transaction
8. <u>Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer</u>	20 days	Highly Technical Transaction

9. <u>Issuance of License To Operate (LTO) for Centralized LPG Piping System</u>	20 days	Highly Technical Transaction
10. <u>Issuance of Certification of Registration – 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 Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders - New and Renewal</u>	20 days	Highly Technical Transaction
12. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent - New and Renewal</u>	20 days	Highly Technical Transaction
13. <u>Issuance of Certificate of Coal End-User Registration (CEUR)-New</u>	20 days	Highly Technical Transaction
14. <u>Issuance of Certificate of Coal End-User Registration (CEUR) – Renewal</u>	20 days	Highly Technical Transaction
15. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) - New</u>	20 days	Highly Technical Transaction
16. <u>Issuance of Certificate of Coal Trader Accreditation - Renewal (CTAR)</u>	20 days	Highly Technical Transaction
17. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics – New</u>	20 days	Highly Technical Transaction
18. <u>Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics</u>	20 days	Highly Technical Transaction
19. <u>Issuance of Safety Engineer's (SE) and Safety Inspector's (SI) Permit – New and Renewal</u>	7	Complex Transaction



## MINDANAO FIELD OFFICE (MFO)

### Internal Services

PROCESSES	DURATION	CLASSIFICATION
20. <u>Issuance of Legal Opinion</u>	1 working day	Simple Transaction
21. <u>Legal Clearance (Certificate of No Violations)</u>	1 working day	Simple Transaction
22. <u>Mailing Postal Services</u>	1 working day	Simple Transaction
23. <u>Processing of Petty Cash</u>	1 working day	Simple Transaction
24. <u>Processing of Transportation and Logistics</u>	1 working day	Simple Transaction
25. <u>Receiving and Endorsing Outgoing Documents</u>	1 working day	Simple Transaction
26. <u>Strategic Performance Management System–OPCR/DPCR/ IPCR</u>	2 working days	Simple Transaction
27. <u>Collection of Fees and Charges</u>	2 working days	Simple Transaction
28. <u>Processing of Procurement Through PS-DBM</u>	2 working days	Simple Transaction
29. <u>Processing of Procurement Through Alternative Method of Procurement</u>	2 working days	Simple Transaction
30. <u>Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment</u>	2 working days	Simple Transaction
31. <u>Liquidation of Cash Advance Local and Foreign Travel (with or without refund)</u>	3 working days	Simple Transaction
32. <u>Processing and Filing OF SALN</u>	3 working days	Simple Transaction

33. <u>Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities</u>	5 working days	Complex Transaction
34. <u>Processing for the Disposal of Unserviceable Properties Thru Sale</u>	5 working days	Complex Transaction
35. <u>End-User Evaluation of Job Applicants</u>	7 working days	Complex Transaction
36. <u>Processing of Issuance of Check (DV) Related to Local and Foreign Travels</u>	7 working days	Complex Transaction
37. <u>Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others</u>	7 working days	Complex Transaction
38. <u>Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players</u>  a. <u>If there is no violation</u> b. <u>If both EIMD Chief SRS and MFO Director have no comments</u> c. <u>If either EIMD Chief SRS and MFO Director have no comments</u> d. <u>If both EIMD Chief SRS and MFO 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. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations
3. \*Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) (ISO Certified)
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. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station
7. Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge
8. Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer
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”

<b>Office or Division</b>	MFO - Energy Industry Management Division (EIMD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may Avail</b>	<b>Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet</b>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>
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 Retail Outlet; and	
1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
Supporting Documents (Certified True Copies)	
1. LTO OR/CR of Tank Truck/s	LTO
2. DOST Calibration Certificate for the Tank Truck/s	DOST
3. 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 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				
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		<i>Officer of the day, EIMD</i>
	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of Certification for Hauler 2.3 If with pending case, Inform applicant to pay the penalties and settle the case	<u>Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions</u>		<i>Staff, EIMD</i>
	2.4 Issuance of legal clearance and order of payment for Fees	None		<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1. Processing of payment and issuance of Official Receipt	Certification for Hauler - Php 1,050.00		<i>Collecting Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging 4.4 Processing of application and preparation of Certification for Hauler		1 Working Day  4 Working Days	<i>Assigned Staff / SRS, EIMD</i>  <i>Assigned Staff / SRS, EIMD</i>

	and cover letter	None		
	4.6 Review of the action on the evaluated application		2 Working Days	Supv. SRS, EIMD
	4.7 Review and endorsement of application for Director's approval			Chief SRS, EIMD
	4.8 Review and approval of endorsed application			Director, MFO
3. Receipt of approved Certification for Hauler	5.1 Release of Certification for Hauler to client	None		
	5.2 File copy of the application and action for safekeeping		SRS, EIMD	
Total Number of Days			7 Working 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”

<b>Office or Division</b>	MFO - Energy Industry Management Division (EIMD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may Avail</b>	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)	Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>
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 Retail Outlet; 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)	DOE - 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	
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
<b>Notes:</b>	
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				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging  1.2 If incomplete, return to client	None		<i>Officer of the day, EIMD</i>  <i>Online Evaluator, EIMD</i>
	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	<u>Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions</u>		<i>Staff, EIMD</i>
	2.4 Issuance of legal order and order of payment for fees	None		<i>Staff, EIMD</i> <i>Chief SRS, EIMD</i>
2. Payment of Applicable Fees	3.1. Processing of payment and issuance of Official Receipt	1. Issuance of Certification (CNC) -Php. 3,100.00		<i>Collecting Officer, MFO</i>

	4.1 Official acceptance of application, MFO suite database long	None	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of CNC and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supv. SRS, EIMD</i>
	4.4 Review and endorsement of application for Director’s approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved CNC	5.1 Release of CNC to client	None		<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working 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"

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 the business of retailing of Liquid Fuels		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.	Prior Notice		
1.1	Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
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/cooperative		
2.	Accomplished <b>DOE Form on Affidavit of Undertaking</b> on liability in case of violations committed by dealer/retailer (1 copy)	Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
Supporting Documents for 1 <sup>st</sup> Issuance			
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.	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.	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
7.	Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)	
8.	Latest photographs (in 5R size) showing:	Provided by Applicant
8.1	Full/front, right, and left side views of the retail outlet	
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 markings	
8.7	Valid calibrating bucket	
9.	DOE LTO/COC Clearance of No Pending Case (1 copy)	Legal Services
10.	Payment of fee	Provided by Applicant
<b>Supporting Documents for Renewal</b>		
1.	Filled-out and notarized Application Form (1copy)	Provided by Applicant
2.	Accomplished <b>DOE Form on Affidavit of Undertaking</b> 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 Services		
6.	Reportorial Requirements (Under oath; submitted every 30 <sup>th</sup> day of January) - Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant		
7.	Photocopy of previous COC	Provided by Applicant		
8.	Payment of Fee			
<b>Notes:</b>				
1.	Original copy of the above documents shall be presented to MFO-EIMD 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 MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/Logging	N / A		Assigned Staff/ SRA, EIMD
	1.1.1 If complete, provide DOE LTO/COC Clearance of No Pending Case to be filed on Legal Services			Evaluator, EIMD

	1.1.2 If incomplete, return to client.			
2. Filing of DOE LTO/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case	Admin fine (if applicable)		<i>Chief SRS, EIMD</i>  <i>Director, MFO</i>  <i>Legal Officer, MFO</i>
	2.2.1 If no pending case, note continue processing of COC			
	2.2.2 If with pending case, note hold in abeyance processing of COC			
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, EIMD</i>
4. Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	1. New Application: PhP 3100.00		<i>Collecting Officer, MFO</i>
		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	<i>Admin. Staff, MFO</i>

	5.2 Receipt of application and assignment to respective section/ personnel			<i>SRS, EIMD</i>
	5.3 Encoding of payment to database			
	5.4 Processing of application and preparation of COC		10 Working Days	<i>SRS, EIMD</i>
	5.5 Encoding of the COC			
	5.6 Review of the application for endorsement to Director		9 Working Days	<i>Chief SRS, EIMD</i>
	5.7 For Director's approval of the application			<i>Director, MFO</i>

6. Receipt of approved COC	6.1 Release of COC to client			<i>SRS, EIMD</i>
	6.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		





## Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Energy Industry Management Division (EIMD)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-Business		
Who May Avail:	Entities intending to engage in the business of Refilling of LPG		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Filled-out and notarized LTO application form – Annex E		Provided by Applicant	
1.2 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	
2. Supporting Documents (New application/Expired LTO)		Provided by Applicant	
2.1 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	
2.2 LTO of Refiller		Provided by Applicant	
2.3 LTO of third-party Trademark owner or Marketer;		Provided by Applicant	
2.4 DOE registration certificate - Trademark or tradename		Provided by Applicant	
2.5 DOE registration certificate - LPG Seal		Provided by Applicant	
2.6 Checklist of requirements - Annex E-1		Provided by Applicant	
2.7 Company profile form – Annex E-2		Provided by Applicant	
2.8 Refilling plant profile form – Annex E-3		Provided by Applicant	
2.9 List of transport motor vehicle per total company basis with supporting		Provided by Applicant	

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 certificate per establishment from the Department of Environment and Natural Resources;		DENR - provided by applicant		
2.24 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;		DOE recognized training organization - provided by applicant		
2.26 Latest digital photographs (5R Size with date/time stamp) showing the following: - Full and front and back views of the establishment; - Weighing scale device/s - LPG cylinders - Safety and informational signs - Display board showing the Facility registered business name and address.		provided by applicant		
2.27 Fire prevention and response manual for motor vehicle		provided by applicant		
2.28 LPG spill prevention and response manual;		provided by applicant		
2.29 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity		DOE - provided by applicant		
2.30 Notarized company secretary's certificate for authorized representative and signatory		provided by applicant		
2.31 Proof of payment of application fee		provided by applicant		
<b>* Original copy of the above documents must be presented for authentication purposes</b>				
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			<i>Officer of the day, EIMD</i>

	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Refiller has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		Staff, EIMD
	2.2 If no pending case, note continue processing of LTO for LPG Refiller			
	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	PhP1,000.00/ Certificate	1 Working day	SRS, EIMD
	6.1 Thorough assessment of application			
	6.2 Preparation of Evaluation, LTO Certificate and Cover Letter			
	4.2 Processing of application and preparation of LTO		10 Working days	SRS, EIMD

	for LPG Refiller and cover letter			
	7.2 Endorsement of LTO application for Director's approval			Chief SRS, EIMD
	4.3 Review of the action on the evaluated application		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 LPG Refiller	5.1 Release of LTO for LPG Refiller to client		9 Working days	SRS, EIMD
	5.2 File copy of the application and action for safekeeping			SRS, EIMD
Total Number of Days			20 Working Days	



## Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to engage in the business of distribution of LPG		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email: <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Notarized LTO application form – Annex F		Provided by Applicant	
1.2 Notarized application for Registration form – Authority to Sell a Trademark or Tradename - Annex 4		Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)			
2.1 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer andthe Trademark owner or Marketer		Provided by Applicant	
2.2 LTO of Trademark owner or Marketer		Provided by Applicant	
2.3 DOE registration certificate - Trademark or tradename		Provided by Applicant	
2.4 DOE registration certificate – LPG Seal		Provided by Applicant	
2.5 Checklist of requirements - 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 motor vehicle on per total company basis with supporting 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
<b>* Original copy of the above documents must be presented for authentication purposes</b>	

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			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Dealer has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Dealer			
	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			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of Registration and LTO for LPG Dealer and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved	5.1 Release of Registration and			<i>SRS, EIMD</i>

Registration and LTO for LPG Dealer	LTO for LPG Dealer to client			
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Highly Technical Transaction		
Type of Transaction	Government-2-Business		
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 REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Notarized application form – Annex H		Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)			
2.1 Checklist of requirements - Annex H-1		Provided by Applicant	
2.2 Company profile form – 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 of 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)	

2.9 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 CDA (Cooperative Development Authority – provided by applicant)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 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
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	DOST - provided by applicant
2.15 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.16 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.17 Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	DENR - provided by applicant
2.18 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.19 Latest digital photographs (5R Size 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.	provided by applicant
2.20 Fire prevention and response manual	provided by applicant
2.21 LPG spill prevention and response manual;	provided by applicant
2.22 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant

2.23	Notarized company secretary's certificate for authorized representative and signatory	provided by applicant		
2.24	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			Officer of the day, EIMD
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Auto LPG Dispensing Station has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		Staff, EIMD
	2.2 If no pending case, note continue processing of LTO for Auto LPG Dispensing Station			
	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		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 Number of Days			20 Working Days	



## Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in cylinders and/or cartridges from one place to another		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/Renewal)		Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Filled-out and notarized application form		Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)			
2.1 Checklist of requirements - 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 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 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)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 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
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel.	MARINA - provided by applicant
2.15 Fire prevention and response manual for motor vehicle	provided by applicant
2.16 Fire prevention and response manual for marine vessel;	provided by applicant
2.14 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	DOE recognized training organization - provided by applicant
2.19 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.20 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.21 Proof of payment of application fee	provided by applicant
<b>* Original copy of the above documents must be presented for authentication purposes</b>	



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			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Independent Hauler of LPG in Cylinder and/or Cartridge has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge			
	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			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official		1 Day	<i>SRS, EIMD</i>

	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	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO for Independent Hauler of LPG in Cylinder and/or Cartridge	5.1 Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping		<i>SRS, EIMD</i>	
Total Number of Days			20 Working Days	



## Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to engage in the business of selling/retailing of LPG directly to a consumer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Filled-out and notarized LTO application form – Annex G		Provided by Applicant	
1.2 Filled-out and notarized application for Registration form – Annex 4		Provided by Applicant	
2. Supporting Documents (New 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 Dealer		Provided by Applicant	
2.3 LTO of Trademark owner or Marketer		Provided by Applicant	
2.4 DOE registration certificate - Trademark or tradename;		Provided by Applicant	
2.5 DOE registration certificate – 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 vehicle on per total company basis with supporting documents - 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		provided by applicant		
2.24 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity		DOE - provided by applicant		
2.25 Notarized company secretary's certificate for authorized representative and signatory		provided by applicant		
2.26 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			Officer of the day, EIMD
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Retailer has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		Staff, EIMD
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Retailer			
	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			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved Registration and	5.1 Release of Registration and LTO for LPG			<i>SRS, EIMD</i>

LTO for LPG Retailer	Retailer to client			
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days		20 Working Days		



## Issuance of License To Operate (LTO) for Centralized LPG Piping System

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to engage in the business of distribution of LPG through Centralized Piping System		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
1.1 Notarized application form – Annex I		Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)			
2.1 Checklist of requirements - 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 of motor vehicle per company basis with supporting documents		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 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 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)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 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
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Calibration certificate per bulk motor vehicle (lorry tank) from DOST	DOST - provided by applicant
2.15 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.16 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.17 Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	DENR - provided by applicant
2.18 Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);	DOLE - provided by applicant
2.19 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.20 Latest digital photographs (5R Size with 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.	provided by applicant
2.21 Fire prevention and response manual	provided by applicant
2.22 LPG spill 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			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Centralized LPG Piping System has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of LTO Centralized LPG Piping System			
	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			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of	3.1 Processing of	LTO		<i>Collection Officer,</i>

Fees	payment and issuance of Official Receipt	Issuance– Php 3,500.00		MFO
	4.1 Official acceptance of application, MFO suite database logging		1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of LTO Centralized LPG Piping System and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO Centralized LPG Piping System	5.1 Release of LTO Centralized LPG Piping System			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## Issuance of Certification for Registration - LPG Bulk Consumer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	MFO - Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who may Avail	Entities intending to engage as bulk-consumer of LPG		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Filled-out and notarized application form complete with the following information: (1 copy)		Officer of the Day/Processors/ email <a href="mailto:eimd.doedavao@doe.gov.ph">eimd.doedavao@doe.gov.ph</a>	
Supporting Documentary Requirements			
1.	Company profile	Provided by applicant	
2.	Executive briefer on the operation of the Bulk Consumer	Provided by applicant	
3.	Site and facility layout plan with sufficient description and legends	Provided by applicant	
4.	List of reference standards/codes used in the LPG facility	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			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Bulk Consumer has record of pending case	Admin fine (if applicable) – Refer to attached  Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of Registration - LPG Bulk Consumer			
	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			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	Registration Certificate		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/	1 Working day	<i>SRS, EIMD</i>



	4.2 Processing of application and preparation of Registration - LPG Bulk Consumer and cover letter		4 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		2 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director’s approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved Registration Certificate-LPG Bulk Consumer	5.1 Release of Registration Certificate-LPG Bulk Consumer			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			7 Working Days	



# ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

## PROCESSES

1. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders - New and Renewal
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. Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics
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 individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Submit one (1) set of the following:			
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative		Client	
2. Filled out Application Form			
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer			
4. Technical Description			
5. Lot Data Computation			
6. Area Clearance from DOE-ITMS		DOE-ITMS	
7. Certification of Residency from: 7.1 Barangay Captain and 7.2 Municipal/City Mayor		Client	
8. Work Program (signed and sealed by Mining Engineer):			
8.1 Computation of Coal Reserves			
8.2 Mining Method to be used			
8.3 Projection of Daily and Annual Production Rates			
8.4 Table of Organization			
8.5 List of Mining Equipment			
8.6 Geological Map of Area Applied, Scale 1:1000			
8.7 Detailed Mine Plan, Scale 1:1000			
8.8 Production Cost per metric ton			



8.9 Minimum Acceptable Market Price per metric ton				
9. Proof of Working Capital of not less than P10,000.00 (i.e., Certificate of Bank Deposit)				
10. Real Property Tax Declaration				
11. Operating Agreement	Client			
12. Contract of Purchase and Sale				
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 deposit slip for the payment of application and permit fees	DOE-MFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof			
<b>For Renewal of SSCMP-Supervised by Coal Operating Contract (COC) Holders:</b>				
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 Documents with Official Receipt / Proof of Payment – MFO	1.1 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 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	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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	None		<i>Director</i> 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		<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 SSCMP to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.6 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS I</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
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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-Citizen		
Who may avail	Interested individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Submit one (1) set of the following:			
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative		Client	
2. Filled out Application Form			
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer			
4. Technical Description			
5. Lot Data Computation			
6. Area Clearance from DOE-ITMS		DOE-ITMS	
7. Certification of Residency from: 7.1 Barangay Captain and 7.2 Municipal/City Mayor		Client	
8. Work Program (signed and sealed by Mining Engineer):			
8.1 Computation of Coal Reserves			
8.2 Mining Method to be used			
8.3 Projection of Daily and Annual Production Rates			
8.4 Table of Organization			
8.5 List of Mining Equipment			
8.6 Geological Map of Area Applied, Scale 1:1000			
8.7 Detailed Mine Plan, Scale 1:1000			
8.8 Production Cost per metric ton			

8.9 Minimum Acceptable Market Price per metric ton				
9. Proof of Working Capital of not less than P10,000.00 (i.e. Certificate of Bank Deposit)				
10. Real Property Tax Declaration				
11. 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			
12. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-MFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof			
<b>For Renewal of SSCMP-Independent:</b>				
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 Documents with Official Receipt / Proof of Payment – MFO	1.1 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 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	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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 SSCMP application	None	2 Working Days	<i>Director</i> MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<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	<i>Sr. SRS / SRS I</i> ERDS
	1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDS
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Entities involved in coal purchasing and utilization
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-2)	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 specifications of coal-fired equipment and location map	Supplier of Equipment
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the facility is located
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 5,000.00



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 – 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. / Office of the Director</i>
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. / Office of the Director</i>
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>

	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	2 Working Days	<i>Director</i> MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<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	<i>Sr. SRS / SRS</i> // ERDS
	1.7 Conduct orientation of applicant and release of CEUR	None	1 Working Day	<i>Chief SRS /</i> <i>Supvg. SRS /</i> <i>Sr. SRS / SRS</i> // ERDS
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Entities involved in coal purchasing and utilization
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-2)	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 specifications of coal-fired equipment and location map	Supplier of Equipment
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the facility is located
7. Summary of Coal Purchases from Year 1 to 10 (MFO-CEURR-2021-A)	Client
8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 5,000.00

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 – 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	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	<i>Technical Audit Specialist</i> 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.6 MFO-OD conducts final review and approval of CEUR-R application	None		<i>Director MFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.6.2 If approved, MFO-OD records and transmits the approved CEUR-R to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.8 Conduct orientation of applicant and release of CEUR-R	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Entities involved in coal trading activities
<b>CHECKLIST OF REQUIREMENTS</b> <b>Submit one (1) set of the following:</b>	<b>WHERE TO SECURE</b>
1. Application letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	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. 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 Compliance Certificate of coal storage facility	DENR-EMB
6. Copy of Current Business Permit; Present the Original Copy of Business Permit	City/municipality where the storage facility is located
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application.	Client

For Corporation, attached Secretary’s Certificate.				
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-MFO or bank Application Fee – Php 3,500.00		
<b>For Coal Operating Contract (COC) and Small-Scale Coal Mining (SSCMP) Holders:</b>				
1. Application Letter		Client		
1. Copy of the approved and duly conformed SSCMP				
2. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
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	Admin. Asst. I  Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		Admin. Asst. 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDUD
	1.4 MFO 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, 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		<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 to ERDUD	None		<i>Admin. Asst. I</i> Office of the Director
	1.6 ERDUD records and updates DTS	None	1 working Day	<i>Sr. SRS / SRS II</i> ERDS
	1.7 Conduct orientation of applicant and release of CTA	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDUD
<b>Total Number of Days</b>			<b>20 working days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Accredited Coal Traders
<b>CHECKLIST OF REQUIREMENTS</b> <b>Submit one (1) set of the following:</b>	<b>WHERE TO SECURE</b>
1. Application letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	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. 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 Compliance Certificate of coal storage facility	DENR-EMB
6. Copy of Current Business Permit; Present the Original Copy of Business Permit	City/municipality where the storage facility is located
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client

8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application.				
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-MFO or bank Application Fee – Php 3,500.00		
<b>For Coal Operating Contract (COC) and Small-Scale Coal Mining (SSCMP) Holders:</b>				
1. Application Letter		Client		
1. Copy of the approved and duly conformed SSCMP				
2. Yellow copies of Coal Transport Permit of the company’s coal trading activities (1 year from date of accreditation)				
3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
4. 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	Admin. Asst. I Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		Admin. Asst. 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 MFO</i>
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	<i>Technical Audit Specialist FS-CERCD</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a	None		<i>Director MFO</i>

	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
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II</i> ERDS
	1.8 Conduct orientation of applicant and release of CTAR	None	1 Working Day	<i>Chief SRS /</i> <i>Supvg. SRS /</i> <i>Sr. SRS / SRS II</i> ERDUD
<b>Total Number of Days</b>			<b>20 Working days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Entities involved in coal trading activities
<b>CHECKLIST OF REQUIREMENTS</b> Submit one (1) set of the following:	<b>WHERE TO SECURE</b>
<b>FOR LOGISTICS SERVICE PROVIDER</b> <b>(Hauling Services)</b>	
1. Application letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	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. Copy of Current Business Permit; Present the Original Copy of Business Permit	City/municipality where the office/storage facility is located
5. List of Authorized Drivers	Client
6. List of vehicles with plate number and copy of OR/CR	
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its Logistic Service Provider	Accredited Coal Trader/Registered Coal End-User
8. Other Supporting and relevant documents that the DOE may find	Client

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	DOE-MFO or bank Application Fee – Php 3,500.00 (non-refundable)
<b>FOR LOGISTICS SERVICE PROVIDER (Storage): items 1, 2, 3, 4, 7, 8, 9 and the ff:</b>	
1. Environmental Compliance Certificate (ECC)	DENR-EMB

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	Admin. Asst. / Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		Admin. Asst. / 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		Director MFO

	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS // ERDUD</i>
	1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of CTA-Logistics application	None	2 Working Days	<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved CTA-Logistics to ERDUD	None		<i>Admin. Asst. / Office of the Director</i>



	1.6 ERDUD records and updates DTS	None	1 working Day	<i>Sr. SRS / SRS // ERDS</i>
	1.7 Conduct orientation of applicant and release of CTA-Logistics	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS // ERDUD</i>
<b>Total Number of Days</b>			<b>20 working days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Accredited Coal Traders
<b>CHECKLIST OF REQUIREMENTS</b> Submit one (1) set of the following:	<b>WHERE TO SECURE</b>
<b>FOR LOGISTICS SERVICE PROVIDER</b> <b>(Hauling Services)</b>	
1. Application letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	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. Copy of Current Business Permit; Present the Original Copy of Business Permit.	City/municipality where the office/storage facility is located
5. LSP report (1 year from date of accreditation)	Client
6. List of authorized drivers	
7. List of vehicles with plate number and copy of OR/CR	
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User

9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application (For Corporation, attached Secretary's Certificate)		Client		
10. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-MFO or bank Application Fee – Php 3,500.00		
<b>FOR LOGISTICS SERVICE PROVIDER (Storage): items 1, 2, 3, 4, 8, 9, 10 and the ff:</b>				
1. Environmental Compliance Certificate (ECC)		DENR-EMB		
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
	1.2 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	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> 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		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	<i>Technical Audit Specialist FS-CERCD</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>

	1.6 MFO-OD conducts final review and approval of CTAR-Logistics application	None	2 Working Days	<i>Director MFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR-Logistics to ERDUD	None		<i>Admin. Asst. / Office of the Director</i>
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.8 Conduct orientation of applicant and release of CTAR-Logistics	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
<b>Total Number of Days</b>			<b>20 working days</b>	



## 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.

<b>Office or Division</b>	Energy Resource Development and Utilization Division (ERDUD)	
<b>Classification</b>	Complex Transaction	
<b>Type of Transaction</b>	Government-2-Citizen	
<b>Who may avail</b>	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
<b>CHECKLIST OF REQUIREMENTS</b> Submit Three (3) sets of the following:		<b>WHERE TO SECURE</b>
<b>A. For Safety Engineer</b>		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		MFO-ERDUD
2. Originally Signed Resume	Client	
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the MFO 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-MFO or bank Application Fee - Php 550.00
<b>B. For Safety Inspector</b>		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		MFO-ERDUD
2. Originally Signed Resume	Client	
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		
5. Letter Addressed to the MFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		

6. Any of the following:				
a. Certified True Copy of Diploma for Mining Engineering Course				
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fee		DOE-MFO or bank Application Fee - Php 550.00		
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 550.00	1 Working Day	<i>Admin. Asst. /</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. / Office of the Director</i>
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	2 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.3.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.4 MFO-OD conducts final review and approval of SE/SI application	None		<i>Director MFO</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.4.2 If approved, MFO-OD records and transmits the approved SE/SI Permit to ERDUD	None		<i>Admin. Asst. / Office of the Director</i>
	1.5 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.6 Conduct orientation of applicant and release of SE/SI Permit	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
<b>Total Number of Days</b>			<b>7 Working Days</b>	



## **INTERNAL SERVICES**



## Issuance of Legal Opinion

Walk-In transaction only.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present document for clarification/ Request for legal opinion	1.1. Clarificatory interview	None	1 Working Day	Legal Officer, MFO
	1.2. Issuance of legal opinion			Legal Officer, MFO
Total Number of Days		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 Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who may avail:	Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Record of Pending Violations		Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application form	1.1. Issuance of Certificate of No Violations	None	1 Working Day	Legal Officer, MFO
	1.2. Signature			Legal Officer, MFO
	1.3 Releasing and Recording			Legal Officer, MFO
Total Number of Days			1 Working Day	



## Mailing Postal Services

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who may avail	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		MFO-Office of the Director		
2. Letter/s				
3. Summary of Request for Mailing				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse mails to the Office of the Director	1.1 Receive and check if the requirements are complete	Fees charged by the Postal Office	6 hours	Admin. Aide III, MFO
	1.2 Deliver mails to post office			Admin. Aide III, MFO
	1.3 Prepare for reimbursement of the request for mailing with duly accomplished documents and forward to the Petty Cash Custodian		2 hours	Admin. Aide III, MFO
Total Number of Days		1 Working Day		



## Processing of Petty Cash

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Petty Cash Voucher		End User’s Division/Section		
2. Official Receipts as Proof of Purchase				
3. Approved Purchase Request				
4. Quotations from at least 3 suppliers				
5. Abstract of Canvass				
6. Approved Purchase Orders				
7. Inspection and Acceptance Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Duly approved Petty Cash Vouchers (PCV)	1.1 Receive duly approved PCV and supporting documents from end-user	Actual Expenses of Vehicle Repair / Maintenance	1 Working Day	Admin. Officer IV, MFO
	1.2 Check and review the attached supporting documents	Postage Stamp & Mailing Services		
	1.3 Approved PCV for Payment			
	1.4 Release of Petty Cash	Other Emergency Purchases		
Total Number of Days			1 Working Day	



## Processing of Transportation and Logistics

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Trip Ticket		Drivers / Authorized Drivers of the Vehicles		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1 Receive Trip Ticket from requesting Division/Section	None	1 Working Day	Admin. Assistant III, MFO
	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 MFO Director			Chief SRS, EIMD / ERDUD  Director, MFO
	1.2.2 Trips outside Davao City shall be recommended by the Division Chief and approved by the MFO Director			Chief SRS, EIMD / ERDUD  Director, MFO
	1.3 Log the approved Trip Ticket and return to the requesting Division/Section			Admin. Assistant III, MFO
Total Number of Days		1 Working Day		



## Receiving and Endorsing Outgoing Documents

<b>Office or Division:</b>		Mindanao Field Office – Office of the Director		
<b>Classification:</b>		Simple Transactions		
<b>Type of Transaction:</b>		Government-2-Business		
<b>Who may avail:</b>		Clients / All Government Units / All DOE Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Receiving and Outgoing emails/documents		DOE-MFO / Assigned Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Incoming and Outgoing Communications (Walk-in/ Mailed communications and E-mailed communications)	1.1 Receive & Acknowledge e-mail or mailed document	None	1 Working Day	Admin. Assistant I, MFO
	1.2 Log Communications to the Document Tracking System (DTS)			
	1.3 Prepare Instruction/Assignment Slip (I/A Slip)			
	1.4 Endorse communication to the Office of the Director			
	1.5 Review and evaluate communication and assigned to the concerned Division/Section			Director, MFO
	1.6 Forward Instruction/Assignment Slip to the assigned Division/Staff with attachments for appropriate actions			Admin. Assistant I, MFO

	1.7 Log action taken by the concerned Division/Section in the DTS			<i>Assigned Staff, Division/Section</i>
	1.8 Send MFO's action taken in the outgoing documents thru MFO's gov. mail			<i>Admin. Assistant I, MFO</i>
<b>Total Number of Days</b>			<b>1 Working Day</b>	





## Strategic Performance Management System–OPCR/DPCR/IPCR

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Performance Commitment and Review (OPCR)		MFO-Office of the Director		
2. Individual Performance Commitment and Review (IPCR)				
3. Coaching and Monitoring Form (CMF)				
4. Individual Development Plan (IDP)				
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	1.1 Dissemination of information to MFO regarding the submission of the following: Targets, DPCR, IPCR, IDP, CMF, Summary Report of performance documents	None	1 Hour	Admin. Officer II, MFO
2. Submits to the Division/Section	2.1 Consolidate documents		3 Hours	Assigned Staff, Division/Section
3. Submit collected IPCR and DPCR (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records documets		3 Hours	Admin. Officer II, MFO
	3.2 Prepares OPCR of MFO 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, MFO</i>
<b>Total Number of Days</b>			<b>2 Working Days</b>	



## Collection of Fees and Charges

<b>Office or Division:</b>		Mindanao Field Office – Office of the Director		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who may avail:</b>		Mindanao Field Office		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment		MFO-Office of the Director		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Obtain Order of Payment from MFO-OD	1.1 Check the Order of Payments against Fees and Charges	Application Fee  Ack. Fee  Certificate of Compliance Fee	2 Working Days (Deposit collections to LBP on the following day)	Admin. Assistant III, MFO
	1.2 Issue Official Receipt for the Payment Received	Standard Compliance Certificate		Collecting Officer, MFO
	1.3 Deposit Collections to Land Bank of the Philippines with duly signed slips and summaries	Administrative Fines  Issuance of Certification  Processing Fee  Refund of Cash Advances		Admin. Assistant III, MFO
<b>Total Number of Days</b>		<b>2 Working Days</b>		



## Processing of Procurement Through PS-DBM

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who may avail	Mindanao Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Preparation of Agency Procurement Request (APR) based on the consolidated MFO Annual Procurement Plan-Common Use Supplies (APP-CSE) and Equipment		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	1.1 Prepare the Agency Procurement Request (APR) based on the consolidated APP-CSE with attached pertinent documents	Total amount in APR	1 Working Day	Admin. Assistant I, MFO
	1.2 Prepare check payment			Admin. Officer IV, MFO
	1.3 Deliver check payment to PS-DBM			Admin. Assistant I, MFO
	1.4. Claim various supplies as requested in the APR		1 Working Day	Admin. Assistant I, MFO
	1.5 Update inventory of office supplies			Admin. Assistant I, MFO
Total Number of Days			2 Working 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	Mindanao Field Office – Office of the Director			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Government			
Who may avail	Mindanao Field Office (End Users)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End User’s Division/Section		
2. Copy of approved APP or Supplemental APP				
3. 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 approval of the Activity, if applicable				
CLIENT STEPS	AGENCY 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 Endorse the documents to the MFO-SBAC Chairman for endorsement to TWG for evaluation			BAC Secretariat, MFO-SBAC

	1.3 Prepare and send the RFQs to at least three (3) suppliers and contractors of known qualifications. Those responded through any of the required posting shall be allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	1 Working Day	<i>Assigned Staff, Division/Section</i>
	1.4 Request posting of procurement to PhilGEPS by the DOE-BAC, if necessary		4 hours	<i>BAC Secretariat, MFO-SBAC</i>
	1.5 Posting of procurement to PhilGEPS by the DOE-BAC		5 Working Days	<i>BAC Secretariat, DOE-BAC</i>
	1.6 Pre-procurement evaluation upon receipt on procurement request folders for inclusion in the MFO- SBAC agenda		7 Working Days	TWG, MFO-SBAC
	1.7 Prepare MFO-SBAC Resolution and Notice of Award and transmit for signature		1 Working Day	<i>BAC Secretariat, MFO-SBAC</i>
	1.8 Preparation and Issuance of Purchase Order (PO) and Notice to Proceed if needed		5 Working Days (POs are prepared by the Central Office)	<i>PMD-Central Office/ BAC Secretariat MFO-SBAC</i>
Total Number of Days		20 Working Days		



## Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

<b>Office or Division:</b>		Mindanao Field Office – Office of the Director		
<b>Classification:</b>		Simple Transactions		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who may avail:</b>		DOE-MFO Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Properly filled-up Requisition and Issue Slip (RIS) (To issue common office supplies, materials and Property, Plant and Equipment to requesting Division)		MFO-Office of the Director		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits approved Requisition Issuance Slip (RIS) for Issuance of Supplies and Office Equipment per Division and/or Individual	1.1 Receive RIS for supplies and materials and verify stocks on hand		1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Prepare duly signed Inventory Custodian Slip (ICS) for Semi-Expendable Supplies, if any			<i>Admin. Assistant I, MFO</i>
	1.3 Prepare and release stocks per Division and/or Individual			<i>Admin. Assistant I, MFO</i>
	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, MFO</i>
<b>Total Number of Days</b>		<b>2 Working Days</b>		



## Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

<b>Office or Division:</b>	Mindanao Field Office – Office of the Director
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government-2-Government
<b>Who may avail:</b>	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Local Travel Expenses</b>	
1.1 Duly Approved Travel Order	Concerned Employee
1.2 Actual Itinerary of Travel duly approved by authorized officials	
1.3 Certificate of Travel Completed	
1.4 Certificate of Appearance / Attendance	
1.5 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned Employee / Airline / Bus / Ferry Company
1.6 Official Receipts for hotel accommodations together with hotel Statements of Account and other related travel expenses claimed	Concerned Employee / Hotel
1.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official	Concerned Employee
1.8 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	
1.9 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.9.1 Proof of Payment or RER for each fare in excess of Php 75.00	Concerned Employee
1.9.2 Certification from local official regarding the prevailing charter rates of the place visited	Concerned Employee / Local Official
1.10 For fuel expenses incurred:	
1.10.1 Official Receipt	Concerned Employee



1.10.2 Copy of duly accomplished Vehicle Trip Ticket				
1.11 If cash advance was granted, copy of previously approved itinerary of travel		Concerned Employee		
1.12 Liquidation Report		Concerned Employee		
<b>2. Foreign Travel</b>				
2.1 Duly signed Travel Authority from the Office of the President or Authorized Official		Concerned Employee		
2.2 Actual Itinerary of Travel duly approved by authorized officials				
2.3 Certificate of Travel Completed				
2.4 Certificate of Appearance / Attendance				
2.5 Plane Tickets, Boarding pass		Concerned Employee / Airline / Bus / Ferry Company		
2.6 Narrative Report		Concerned Employee		
2.7 If cash advance was granted, copy of previously approved itinerary of travel				
2.8 Liquidation Report				
<b>3. Representation, Conference and Meeting Expenses</b>				
3.1 Official Receipt, Cash Invoice / Statement of Account		Concerned Employee		
3.2 List of Attendees/guests				
3.3 Minutes				
3.4 Authority to incur expenses duly approved by authorized official				
3.4.1 Canvass documents, if applicable				
3.4.2 Abstract of quotation from at least three establishments / concessionaires				
3.4.3 Approved Purchase Request and Purchase Order				
3.5 Quotations from at least three (3) establishments/concessionaires				
3.6 Copy of contract, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit Liquidation Report of Disbursements and Liquidation reports	1.1 Receive/review and process liquidation papers / informs the employee to pay refund, if any.	None	3 Working Days	Admin. Officer II, MFO

with supporting documents	1.2 If there is a refund, will prepare Order of Payment before paying at the cashier / submit receipt of payment			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report			<i>Admin. Officer II, MFO</i>
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.5 Record Liquidation/submit to COA			<i>Admin. Officer II, MFO</i>
<b>Total Number of Days</b>		<b>3 Working Days</b>		



## Processing and Filing of SALN

This applies to transactions done for DOE employees

<b>Office or Division</b>	Mindanao Field Office – Office of the Director			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	Government-2-Government			
<b>Who may avail</b>	DOE-MFO Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Refer to the list of requirements for filing of SALN		Civil Service Commission Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form	None	1 Working Day	<i>Concerned Employee</i>
2. Submit signed or notarized SALN Form to the respective division/section	2.1 Checks and consolidates SALN Form		1 Working Day	<i>Director / Notarizing lawyer</i>
	2.2 Submits consolidated SALN Form to the OD			<i>Assigned Staff, Division/ Section</i>
3. Consolidation of SALN for MFO (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records SALN submission		1 Working Day	<i>Admin. Officer II, MFO</i>
<b>Total Number of Days</b>		<b>3 Working Days</b>		



## Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

<b>Office or Division:</b>		Mindanao Field Office – Office of the Director		
<b>Classification:</b>		Complex Transaction		
<b>Type of Transaction:</b>		Government-2-Government		
<b>Who may avail:</b>		Other Government Entities / LGUs / SUCs / Schools		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent from Qualified Recipients/ Donee - Donation		Other Government Entities / LGUs / SUCs / Schools		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
<b>CLIENT STEP</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>DISPOSAL THRU DONATION</b>				
	1. Draft a letter request for approval from the Central Office to donate any available unserviceable or working Property Plant and Equipment (PPE) for donation	None	2 hours	<i>Admin. Officer IV, MFO</i>
	If approved, MFO will solicit any willing donee/ recipients of the PPE		3 Working Days	<i>Admin. Officer IV, MFO</i>

1. Submission of letter of intent or request for unserviceable or working Property Plant and Equipment (PPE) for donation	1.1 Receive letter of intent/request		1 hour	<i>Admin. Officer IV, MFO</i>
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, MFO</i>
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation		2 hours	<i>Admin. Officer IV, MFO</i>
	2.3 Secure a signed memorandum & IIRUP & RTS from the MFO Director and forward to the mailing in-charge.		1 Working Day	
Total Number of Days			5 Working Days	



## Processing for the Disposal of Unserviceable Properties Thru Sale

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Bidder			
Who may avail:	Qualified Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Qualified Recipients		Qualified Bidders		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive list of unserviceable properties. Checks and inspects PPEs to be Return to Store (RTS)	None	3 Working Days	Admin. Officer IV, MFO
	2. Prepare Return to Store (RTS) and Inventory and Inspection of Unserviceable Properties (IIRUP) of all unserviceable properties for disposal			
	3. Collect three (3) quotations for qualified bidders of all unserviceable properties for disposal		1 Working Day	Admin. Officer IV, MFO

	4. Prepare summary of collected quotations and list of disposals		6 Hours	<i>Admin. Officer IV, MFO</i>
	5. Prepare memorandum of endorsement to the DOE-Disposal Committee requesting unserviceable properties for disposal		1 Hour	<i>Admin. Officer IV, MFO</i>
	6. Secure a signed memorandum from the MFO Director and forward to the mailing in-charge.		1 Hour	<i>Admin. Officer IV, MFO</i>
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

<b>Office or Division:</b>		Mindanao Field Office – Office of the Director		
<b>Classification:</b>		Complex Transactions		
<b>Type of Transaction:</b>		Government-2-Government / Government-2-Citizen		
<b>Who may avail:</b>		External applicants; Internal applicants (DOE employees)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Refer to Guidelines of Application in the DOE website		Downloadable Forms available in the DOE website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Receive and endorse job applications from HRMD	None	1 Hour	<i>Records Officer, MFO</i>
	1. Schedule of interview to job applicants subject to the availability of the MFO End-User Evaluation Committee		2 Hours	<i>Director, MFO</i>
	2. Coordination with applicants and confirmation for job interview		2 Working Days	Admin. Officer II, MFO
	3. Preparation of documents needed for the interview		4 Hours	Admin. Officer II, MFO
	4. Interview proper		1 Working Day	<i>MFO End-User Evaluation Committee</i>
	5. Consolidation and evaluation of results		2 Working Days	Admin. Officer II, MFO
	6. Approval of endorsement of qualified applicants for DOE-HRMD		1 Working Day	<i>Director, MFO</i>



	7. Transmittal of memorandum for endorsement to HRMD		1 Hour	Admin. Officer II, MFO
<b>Total Number of Days</b>			<b>7 Working Days</b>	



## Processing of Issuance of Check (DV) Related to Local and Foreign Travels

<b>Office or Division:</b>	Mindanao Field Office – Office of the Director
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Government
<b>Who may avail:</b>	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Local Travel Expenses</b>	
<b>1.1 Prior to Departure</b>	
1.1.1 Approved Travel Order, duly numbered	Concerned Employee
<b>1.2 Upon Completion of Travel</b>	
1.2.1 Duly Approved Travel Order	Concerned Employee
1.2.2 Actual Itinerary of Travel duly approved by authorized officials	
1.2.3 Certificate of Travel Completed	
1.2.4 Certificate of Appearance/ Attendance	
1.2.5 Plane/Bus/Boat Tickets/ Boarding Passes/Terminal Fees	Concerned Employee/Airline/Bus/Ferry Company
1.2.6 Official receipts for hotel accomodation together with hotel Statements of Accounts and other related travel expenses claimed	Concerned Employee/Hotel
1.2.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of 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
1.2.8 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	
1.2.9 For chartered trips or special hires of Public Utility and garage car, motorboats, extraordinary means of transportation:	
1.2.9.1 Proof of Payment or RER for each fare in excess of P 75.00	Concerned Employee
1.2.9.2 Certification from local official regarding	Concerned Employee / Local Official

the prevailing charter rates of the place visited				
1.2.10 For fuel expenses incurred:				
1.2.10.1 Official Receipt		Concerned Employee		
1.2.10.2 Copy of Duly Accomplished Trip Ticket				
1.2.11 If cash advance was granted, copy of previously approved itinerary of travel		Concerned Employee		
<b>2. Foreign Travel</b>				
<b>2.1 Prior to Departure</b>				
2.1.1 Approved Travel Order, duly numbered		Concerned Employee		
<b>2.2 Upon Completion of Travel</b>				
2.2.1 Duly Approved Travel Order		Concerned Employee		
2.2.2 Actual Itinerary of Travel duly approved by authorized officials				
2.2.3 Certificate of Travel Completed				
2.2.4 Certificate of Appearance/ Attendance				
2.2.5 Plane tickets, Boarding Pass		Concerned Employee / Airline		
2.2.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis		Concerned Employee		
2.2.7 Narrative Report				
2.2.8 If granted cash advance, copy of previously approved itinerary of travel				
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-Accounting In charge	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.	None	7 Working Days	Admin. Officer II, MFO
	1.2 Indicate and record the DV date, number, particulars and amount in individual index of payment			Admin. Officer II, MFO

	1.3 Certify DV (Box C) of as to availabilty of cash, completeness of documents and if amount claimed is proper			<i>Admin. Officer II, MFO</i>
	1.4 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	1.5 Issue check			<i>Admin. Officer IV, MFO</i>
	1.6 Encode and print necessary details on the check			<i>Admin. Officer II, MFO</i>
	1.7 Forward check with DV and its supporting documents to the disbursing signatories			<i>Director/ Admin. Officer IV, MFO</i>
	1.8 Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
<b>Total Number of Days</b>			<b>7 Working Days</b>	



## Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

<b>Office or Division:</b>	Mindanao Field Office – Office of the Director
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Government
<b>Who may avail:</b>	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
* Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.	
<b>1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)</b>	
1.1 Billing Statement / Statement of Account	Concerned Utility Provider
<b>2. Janitorial / Security and other Service Provider</b>	
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds	Administrative Assistant I MFO-OD
2.2 Billing Statement/Statement of Account	Janitorial Service Provider
2.3 Duly Approved Daily Time 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
<b>3. Salaries</b>	
3.1 Salary of individuals hired as Job order	
3.1.1 Contract duly signed, notarized with certificate of availability of funds	DOE-HRMD
3.1.2 Accomplishment Report	Concerned Employee
3.1.3 Approved Daily Time Record	Concerned Employee
<b>4. Setting Up of Petty Cash Fund</b>	
4.1 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing	MFO Director

Officer (SDO) for a specific fund				
<b>5. Job Order for Repair and Maintenance</b>				
5.1 Duly signed Purchase Order		Concerned Employee		
5.2 Inspection and Acceptance Report				
5.3 Approved Purchase Request		MFO-SBAC Secretariat		
5.4 BAC Resolution				
<b>6. Representation/ conference/ entertainment and meeting expense</b>				
6.1 Official Receipt, Cash Invoice/ Statement of Account		Concerned Employee		
6.2 List of Attendees/guest				
6.3 Minutes of the meeting				
<b>7. Gasoline/ Fuel/ Oil/ Lubricants</b>				
7.1 Billing Statement/ Statement of Account		Concerned Employee		
7.2 Vehicle Trip Ticket				
7.3 Duly signed Purchase Order				
7.4 Approved Purchase Request				
7.5 Inspection and Acceptance 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		None	7 Working Days	Concerned Employee, MFO
	1.1 Receive /Review/ Evaluate/ Process DV as to the completeness of its required documents			Admin. Officer II, 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			Admin. Officer II, MFO

	7.4 Prepare Certificate of taxes withheld (BIR Form 2306/2307), if applicable			<i>Admin. Officer II, MFO</i>
	7.5 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Admin. Officer II, MFO</i>
	7.6 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed is proper			<i>Admin. Officer II, MFO</i>
	7.7 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	7.8 Issue check			<i>Admin. Officer IV, MFO</i>
	7.9 Encode and prints necessary details on the check			<i>Admin. Officer II, MFO</i>
	7.10 Forward check with DV and its supporting documents to the disbursing signatories			<i>Admin. Officer IV, MFO</i>
	7.11 Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
<b>Total Number of Days</b>		<b>7 Working Days</b>		



## Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

Walk-In transaction only.

<b>Office or Division:</b>	Mindanao Field Office – Office of the Director			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-2-Government, Government-2-Citizen, Government-2-Business			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection Report		EIMD Inspector		
2. Special Assignment Order		EIMD Division Chief		
3. Travel Order		EIMD Division Chief		
4. Record of Administrative Cases		MFO Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EIMD Submits the travel report with attached Inspection Report to the Office of the Director	2. Review and Examination of Inspection Report		1 Working Day	Director, MFO
	<b>If there are no violations:</b>  2.a. Return the case record to the Inspector to update MFO ITS and for archive			
	<b>If there is a violation:</b>  2.a. Forward to Legal Officer for drafting of administrative decision			



	2.b. Draft the Administrative Decision.		10 Working Days	<i>Legal Officer, MFO</i>
	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		1 Working Day	<i>Chief SRS, EIMD</i>
	<b>If the EIMD Chief SRS has further comments:</b>  3.a. Make proper amendments to the draft decision  3.b. Forward the Draft Decision to the Director		1 Working day	<i>Legal Officer, MFO</i>
	3.c Further evaluate the draft decision and consult with Legal Officer		1 Working Day	<i>Director, MFO</i>
	<b>If the EIMD Chief SRS has no further comments:</b>  3.a. Forward the Draft Decision to the Director		1 Working day	<i>Chief SRS, EIMD</i>
	3.b. Further evaluate the draft decision and consult with Legal Officer			<i>Director, MFO</i>
	<b>If the Director has further comments:</b>  4.a. Make proper amendments to the draft decision		2 Working Days	<i>Legal Officer, MFO</i>

	4.b. Print the Administrative Decision			<i>Legal Assistant, MFO</i>
	4.c Sign the Administrative Decision			<i>Director, MFO</i>
	4.d. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>
	4.e. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	4.f. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>
	<b>If the Director has no further comments:</b>		1 Working Day	
	4.a. Print the Administrative Decision			<i>Legal Assistant, MFO</i>
	4.b. Sign the Administrative Decision			<i>Director, MFO</i>
	4.c. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>
	4.d. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	4.e. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>

<b>Total Number of Days</b> (If both EIMD Chief SRS and MFO <b>Days</b> Director have no comments)	<b>14 Working</b>
<b>Total Number of Days</b> (If either EIMD Chief SRS or MFO <b>Days</b> Director has no comments)	<b>15 Working</b>
<b>Total Number of Days</b> (If both EIMD Chief SRS and MFO <b>Days</b> Director have comments)	<b>16 Working</b>
<b>Total Number of Days</b> (If both EIMD Chief SRS and MFO <b>Days</b> Director have no comments)	<b>14 Working</b>



## Prohibited Acts in R.A. 11592 (Fines And LPG Industry Regulation Act (AS IMPLEMENTED BY DOE DC2022-11-0037)

Prohibited Acts	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>A. Section 38 (a) - Engaging in activities without the required licenses, permits and certificates under this Act, specifically:</b> <b>1.) Section 38 (a) (1) - Engaging in an activity without a valid license to operate or registration from the DOE, whichever is applicable</b>	Fine of Php5,000.00 for each day of operation without the required license, permit, certificate, or registration	Fine of Php10,000.00 for each day of operation without the required license, permit, certificate, or registration	Fine of Php20,000.00 for each day of operation without the required license, permit, certificate, or registration
<b>B. Section 38 (b) - Engaging in activities with or as an unauthorized person, specifically:</b> <b>1) Section 38 (b) (1) - Knowingly transacting with, or selling or distributing LPG, LPG pressure vessels, or LPG seals to an LPG industry participant who does not have the required licenses, certificates, clearances or permits, whichever is applicable.</b> <b>2) Section 38 (b) (2) - Distributing, or selling LPG cylinders carrying a trademark or trade name without the express approval of the trademark owner.</b> <b>3) Section 38 (b) (4) - Possessing LPG seals, including the seals already used in LPG cylinders, without authority from the trademark or trade name owner or its duly authorized refiller.</b>	Fine of Php10,000.00 for every LPG pressure vessel or seal If applicable, closure until the required licenses and permits are secured	Fine of Php20,000.00 for every LPG pressure vessel or seal Suspension of license to operate If applicable, closure until the required licenses and permits are secured Upon conviction, the criminal penalty of imprisonment for at least six (6) months but not more than one (1) year	Fine of Php30,000.00 for every LPG pressure vessel or seal 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act, specifically:</b> <b>1) 38 (c) (1) (i) - Safety design including fire safety requirements for refining plants, refilling plants, depots, storage areas, motor vehicles, retail outlets, warehouses, auto-LPG conversion shops, auto-LPG dispensing stations, and other related facilities of LPG industry participants.</b> <b>2) 38 (c) (1) (ii) - Safety practices.</b> <b>3) 38 (c) (1) (iii) – LPG.</b> <b>4) 38 (c) (1) (iv) - Measuring devices.</b>	Fine of Php300,000.00 Provided, That for retail outlets the fine shall be P10,000.00	Fine of Php500,000.00 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	Fine of Php1,000,000.00 Provided, 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
<b>C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act, specifically:</b> <b>5) 38 (c) (4) - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable</b>	Fine of Php25,000.00 for every LPG pressure vessel or seal 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 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 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>C. Section 38 ( c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically:</b> 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	Fine of Php300,000.00 Provided, That for retail outlets the fine shall be P10,000.00	Fine of Php500,000.00 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	Fine of Php1,000,000.00 Provided, 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
<b>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:</b> 1.) Section 38 (d) (3) - Selling and distributing defective, injurious, unsafe, dangerous, noncompliant, or substandard LPG pressure vessels. 2.) Section 38 (d) (4) - Selling or distributing refilled LPG cartridges. 3.) 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> 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) (9) - Selling of adulterated LPG in bulk and in pressure vessels. 8.) 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically:</b> 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 Rule 2 of this Department Circular.	Fine of Php20,000.00	Fine of Php50,000.00 Suspension of license to operate	Fine of Php100,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant
<b>E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically:</b> 2.) Section 38 (e) (2) - Refusing, preventing, or obstructing the inspection of its premises and records pursuant to Section 6 of the Act.	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
<b>F. Section 38 (f) - Engaging in the following:</b> 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: <b>Provided, That this shall not be prohibited if it is done by the trademark owner.</b>	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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>F. Section 38 (f) - Engaging in the following:</b> 2.) Section 38 (f) (4) - Adulterating LPG. 3.) Section 38 (f) (5) - Pilfering LPG.	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		
<b>G. Section 39 Underfilling - The following acts undertaken by the following natural or juridical persons shall constitute underfilling of LPG pressure vessels:</b> 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 delivered is less than the required pressure vessel content quantity. If applicable, a broken, tampered, absent or removed seal, or an LPG pressure vessel that does not have the proper seal attached to it, shall be considered prima facie evidence of underfilling.	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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>H. Section 40 Illegal Refilling - The following acts shall constitute illegal refilling of LPG pressure vessels:</b></p> <p>1.) Section 40 (a) - Filling or refilling of LPG pressure vessels with products or substances other than LPG in an effort to achieve the correct net weight.</p> <p>2.) Section 40 (b) - Filling or refilling of LPG cylinders directly from LPG bulk storage tank trucks.</p> <p>3.) Section 40 (c) - Unauthorized cross-filling.</p> <p>4.) Section 40 (d) - Refilling of LPG from one LPG cylinder to another cylinder.</p> <p>5.) Section 40 (e) - Refilling of LPG cylinders other than in duly licensed LPG refilling plants.</p> <p>6.) Section 40 (f) (1) - Refilling of LPG cylinders bearing defaced, tampered, or illegible markings contrary to the mandatory labeling and stamping requirements under the Act.</p> <p>7.) Section 40 (f) (2) - Refilling of LPG cylinders that are non-compliant with the PNS.</p> <p>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.</p> <p>9.) Section 40 (f) (4) - Refilling of LPG cylinders by auto-LPG dispensing stations.</p> <p>10.) Section 40 (g) - Unauthorized loading of LPG bulk storage tanks.</p> <p>11.) Section 40 (h) - Any other filling or refilling of LPG pressure vessels in violations of the requirements and standards under the Act.</p>	<p>Fine of Twenty-five thousand pesos (P25,000.00) for every LPG pressure vessel or seal</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>	<p>Fine of Php50,000.00 for every LPG pressure vessel or seal</p> <p>Confiscation of LPG pressure vessel or seal*</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Suspension of license to operate</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>	<p>Fine of Php100,000.00 for every LPG pressure vessel or seal</p> <p>Confiscation of LPG pressure vessel or seal*</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Closure and permanent disqualification from engaging in any activity as an LPG industry participant</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>

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
<b>A. ILLEGAL TRADING</b>			
1. Engaging in the Business without a COC, where the Retail Outlet Official and/or Retail Outlet 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;			
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		
	1st Offense	2nd Offense	3rd Offense
<p>e. Liquid Fuels shall not be sold in drums, barrels, bottles or "bote- bote", or such similar containers;</p> <p>f. Liquid Fuels shall not be discharged into any street, highway, drainage canal or ditch, storm drain or flood control channel, lake or tidal waterway, or directly into the ground;</p> <p>g. Liquid Fuels shall be sold and dispensed to customers regardless of quantity and amount, directly to the vehicles' fuel tank; and</p> <p>h. Liquid Fuels shall be sold consistent with the price indicated in the dispensing pump and the price display board.</p> <p>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.</p> <p>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.</p>	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU	
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	
6. Non-submission or misrepresentation or mis-declaration of Documentary Requirements as stipulated in Section 6(c)	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
7. 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 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
<p>8. Non-compliance with Section 22 Rule V on posting requirements</p> <p>a. Non-posting of RON, E10 and Bx stickers at the dispensing pump</p> <p>b. Posting of wrong RON</p> <p>c. Posting the terms "unleaded", "lead-free", and other marketing tools to the public</p> <p>d. Posting of updated prices in price display board for each Liquid Fuels</p> <p>e. Posting of conflicting prices in the dispensing pump and in price display board</p> <p>f. Non-posting of consumer safety and informational signs in the business premises</p>	<p>Warning with directive to post within 30 days</p> <p>A penalty of P10,000.00 shall be imposed for failure to comply within the said period</p>	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		
	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 of fine/penalty imposed, issuance of closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU		
11. Absence and/or unauthorized removal of an "Out-of-Order" sign or padlock	Amount of fine/penalty imposed, Closure of RO and reiteration of Notice of Violation to oil company/supplier and LGU		
12. Failure to maintain a calibrated and sealed dispensing pump	P10,000.00 with directive to comply	P10,000.00 Revocation of COC and Recommend revocation or suspension of the permit or license to LGU	
13. A dispensing pump with a broken or with no seal			
14. Failure to comply with Test Measure Requirements			
15. Failure to maintain a written record or logbook			
16. Sale of Liquid Fuels from dispensing pump with broken or no seal and with no "Out-of-Order" sign or padlock installed			
<b>B. ADULTERATION</b>  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 and Regulations	P200,000.00 with Cease and Desist Order	P300,000.00, Revocation of COC, issuance of Closure Order and recommend revocation or suspension of the permit or license to LGU	
<b>C. UNDERDELIVERING</b> 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 revocation or suspension of the permit or license to LGU	

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
<b>D. REFUSAL/OBSTRUCTION OF INSPECTION AND SAMPLING</b> , 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.	<i>P50,000.00</i> With the presumption that there is sale of adulterated products.	<i>P100,000.00</i> with Cease and Desist Order, and with the presumption that there is sale of adulterated products	<i>P200,000.00</i> issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU
<b>E. HOARDING</b> 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  2. 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.	<i>P10,000.00</i>	<i>P10,000.00</i> , Revocation of COC and Recommend revocation or suspension of the permit or license to LGU	
<b>F. Continuing to operate after an Order or Notice of cessation of operation of business has been issued by the DOE</b>	<i>P10,000.00</i> per day of operation	<i>P10,000.00</i> per day of operation, Revocation of COC and recommend revocation or suspension of the permit or license to LGU	

# DOE HEAD OFFICE

## FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Send thru email to the Consumer Welfare and Promotion Office (CWPO) at <a href="mailto:cwpo@doe.gov.ph">cwpo@doe.gov.ph</a> and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at <a href="mailto:doe.eodbc@gmail.com">doe.eodbc@gmail.com</a>.</li> </ul>
How feedbacks are processed	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> </ul>
How to file a complaint	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at <a href="mailto:cwpo@doe.gov.ph">cwpo@doe.gov.ph</a> and copy furnish the DOE</li> </ul>

	Ease of Doing Business Committee (DOE-EODBC) at <a href="mailto:doe.eodbc@gmail.com">doe.eodbc@gmail.com</a>
How complaints are processed	<ul style="list-style-type: none"> <li>▪ For the filled-out Complaint Report Form, the forms are collected, evaluated, and addressed accordingly. The client is informed of the action taken.</li> <li>▪ 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.</li> </ul>

# **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	Remarks
<b>Renewable Energy Management Bureau (REMB)</b>		
1. Accreditation of manufacturers, fabricators and suppliers of locally produced RE equipment		
a. Application Fee	1,000.00	
b. Processing Fee	9,000.00	
2. Registration/Renewal of Safety Officer's Permit	550.00	
3. Sale of Renewable Energy Safety, Health and Environment Rules and Regulations and Code of Practice per Technology	400.00	
4. DO		
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
5. Processing Fee for the issuance of Certificate of Endorsement (COE) for Duty Free Importation	750.00	New
6. Green Energy Option Program Operating Permit	5,000.00	New
<b>A. Biomass Energy Management Division</b>		
1. Processing of Biomass RE Application under RA 9513	12,650.00	
2. Processing of Biofuel Accreditation under Joint Administrative Order (JAO)	9,200.00	
<b>B. Geothermal Energy Management Division</b>		
1. Application/Processing of Geothermal Contract Application under RA 9513		
a. Application Fee (PhP/area applied)	11,600.00	
b. Processing Fee (PhP/ha 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	
2. Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	4,350.00	
3. Sale of Geothermal Handbook	400.00	
4. 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	
5. Open and competitive selection process:		
a. Application Fee	20,000.00	New
b. Processing Fee (PhP/ha applied) for service contract	8.20	New
<b>C. Solar and Wind Energy Management Division</b>		
1. 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	
2. Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	4,350.00	
<b>D. Hydro and Ocean Energy Management Division</b>		
1. Application/Processing of Hydropower/Ocean Contract Application under RA 9513		
a. HSC Application Fee (PhP/area applied)	1,000.00	
b. OESC Application Fee (PhP/area applied)	1,000.00	
c. HSC Processing Fee (PhP/area applied) Pre-Development	23,850.00	
d. OESC Processing Fee (PhP/area applied) Pre-Development	23,850.00	
e. HSC Processing Fee (PhP/area applied) Direct to Devt. Stage	23,850.00	
2. Processing Fee for the issuance of New Certificate of Registration (Assignment/Transfer of Contract)	4,350.00	
3. Processing of Conversion of Existing Energy Contracts into RE Service Contracts	4,350.00	
4. 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	
5. Processing of amendment of existing HSCs/OESCs	4,000.00	New
6. Open and competitive selection process:		
a. Less than 50MW	50,000.00	
b. 50MW and above	100,000.00	



	Amount	Remarks
<b>Energy Utilization Management Bureau (EUMB)</b>		
<b>A. Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)</b> (formerly Energy Efficiency and Conservation Division)		
1. Processing Fee for the Issuance of Certificate for		
a. Certified Energy Service Company (ESCO)	30,000.00	New
b. Registered Energy Service Company	15,000.00	New
2. 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
3. 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
4. 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
5. Application Fee for Certificate of Endorsement to BOI for Fiscal Incentives	25,000.00	New
6. Application Fee for the issuance of Certification for Energy Audit conducted by Firm, Partnership, Corporation and Sole Proprietorship (FPCS)		
a. Certification	10,000.00	New
b. Re-certification	10,000.00	New
<b>B. Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)</b>		
1. Application Fee for Recognition of Testing Laboratory:		
a. Recognition of Testing Laboratory	20,000.00	New
b. Renewal of Recognition per product type/facility	4,800.00	New
c. Endorsement to BOI for Fiscal Incentives	15,000.00	New
2. Application/Processing Fee under the Philippine Energy Labelling Program (PELP)		
a. Company Registration	1,600.00	New
b. Product Registration	P300/product	New
c. Energy Label issuance	P300/issuance	New
<b>Oil Industry Management Bureau (OIMB)</b>		
<b>A. Oil Industry Competition and Monitoring Division (OICMD)</b>		
1. Issuance of Certifications to Downstream Oil Industry (DOI) Players	500.00	
2. Issuance of Acknowledgment of Notice to Engage in Downstream Oil Industry Business		
a. Liquid Petroleum Products	1,400.00	New
b. Hauling Services (bulk)	1,400.00	New
3. Issuance of Endorsement to BOI for		
a. Registration of New Project	1,000.00	
b. Availment of Incentives (per project)	1,200.00	
4. Export incentives under LOI 1352	-	
5. Issuance of Certificate of Accreditation as a DOI Bioethanol Participant (New)	1,000.00	New
a. Renewal	1,000.00	New
6. Issuance of Acknowledgment of Notice to:		
a. Import for Sale, Own Use or Sample Testing of Liquid Petroleum Products and Bioethanol	980.00	New
b. Purchase Locally-Sourced Bioethanol or Biodiesel	980.00	New
c. Sell or Purchase Imported Bioethanol	980.00	New
d. Import Bioethanol	980.00	New
e. Import for Sale or Own Use - Liquid Petroleum Products	980.00	New
<b>B. Oil Industry Standards and Monitoring Division (OISMD)</b>		
1. Additives Registration (provisional/final)		
Issuance of Certificate of Fuel Additives Registration	1,400.00	
2. Issuance of Acknowledgment of Notice to Import for Sale or Own Use - Lube Products	575.00	New
3. Issuance of Acknowledgment of Notice to Engage in DOI Business - Lube Products	750.00	New
<b>C. Retail Market and Monitoring and Special Concerns Division (RMMSCD)</b>		
<b>Liquid Fuels Stakeholders:</b>		
1. Application fee for Gasoline Station Training and Loan Fund (GSTLF)	5,500.00	
2. Certificate of Compliance (COC) for LPP establishments	3,100.00	
Renewal of COC	3,000.00	New
3. Issuance of COC for Alternative Retail Outlet (TS, Marine and Emergency)	3,100.00	
Renewal	3,000.00	New
4. Issuance of Certificate of Non-Coverage (CNC)	3,100.00	New
5. Issuance of Certificate for Hauler (own use at retail level)	1,050.00	New





	Amount	Remarks
<b>Oil Industry Management Bureau (OIMB)</b>		
<b>C. Retail Market and Monitoring and Special Concerns Division (RMMSCD)</b>		
<b>Liquefied Petroleum Gas (LPG)</b>		
1. Issuance of License to Operate (LTO) for LPG - New Client Service Application		
Refiner		
Importer		
Bulk Distributor		
Import Terminal		
Bulk Plant		
Own user		
Terminal Depot / Lessor	3,500.00	New
Refiller		
Dealer		
Marketer		
Retail Outlet		
Hauler		
Auto-LPG Dispensing Station		
Centralized LPG Piping System Operator		
2. Issuance of License to Operate (LTO) for LPG - Renewal		
Refiner		
Importer		
Bulk Distributor		
Import Terminal		
Bulk Plant		
Own user		
Terminal Depot / Lessor	3,500.00	New
Refiller		
Dealer		
Marketer		
Retail Outlet		
Hauler		
Auto-LPG Dispensing Station		
Centralized LPG Piping System Operator		
3. Issuance of Registration Certificate		
Application for Registration		
Prior to Commencement of LPG Facility Construction		
Trademark or Tradename		
Authority to Refill a Third-Party Trademark or Tradename	1,000.00	New
Authority to Sell a LPG Cylinder		
LPG Seal		
Bulk Consumer		
Authorized Transport Motor Vehicles and Marine Vessels		
<b>D. Natural Gas Division</b>		
1. Issuance of Notice to Proceed (NTP)	150,000.00	New
2. Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM)	150,000.00	New
3. Issuance of Permit to Operate and Maintain (POM)	150,000.00	New
4. Issuance of LNG Importer Accreditation and/or Supply and Transport of Natural Gas	14,000.00	New
5. Issuance of Acknowledgment to Import (ATI-LNG)		
6. Issuance of Acknowledgment to Supply and Transport Natural Gas (AST-NG)	1,500.00	New
<b>Electric Power Industry Management Bureau (EPIMB)</b>		
1. Certificate of Endorsement (CoE) to Energy Regulatory Commission (ERC) issued by the Department of Energy (DOE) to a generating company and/or new generating facility in compliance with Part II Rule 5 and Part V Rule 29-A of the Implementing Rules and Regulations of Republic Act No. 9136	less than 1MW - P500.00 1MW to less than 10MW - P1,000.00 10MW and above - P10,000 or P100/MW whichever is higher	
2. CoE for Qualified Third Party to ERC's issuance of Certificate of Compliance	less than 1MW - P500.00 1MW to less than 10MW - P1,000.00 10MW and above - P10,000 or P100/MW whichever is higher	New New New
3. Evaluation of Direct Connection Application	7,800.00	New



	Amount	Remarks
<b>Energy Resource Development Bureau (ERDB)</b>		
<b>A. Petroleum Resources Development Division (PRDD)</b>		
1. Awarding of Petroleum Service Contracts (PSCs) for areas offered through the Philippine Conventional Energy Contracting Program (PCECP)		
a. 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	
2. 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
3. Processing Fee for the Registration of Petroleum Sub-contracts	200.00	New
<b>B. Coal and Nuclear Mineral Resources Development Division</b>		
1. 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
2. Processing Fee for the issuance of Small-Scale Coal Mining Permit (Independent and Supervised by COC Holder)	1,000.00	
3. Processing Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit	550.00	
4. Processing Fee for the Registration/Renewal of Safety Inspector's Permit	550.00	
5. Application for Authority to Import Coal		
a. Application Fee	650.00	
b. Permit Fee	650.00	
6. Permit Fee for Coal Export Clearance		
a. Application Fee	650.00	
b. Permit Fee	650.00	
7. Sale of Coal Mine Safety and Health Rules and Regulations (revised booklet)	400.00	
a. DOE Sticker for Tax-Exempt Equipment	300.00	
8. Issuance of Coal Traders Accreditation (CTA) under Department Circular No. DC2012-05-006:		
a. Processing for CTA	3,500.00	
b. Processing Fee for CTA Renewal	3,500.00	New
9. Application Fee for the issuance of Certificate of Coal-End Users Registration	5,000.00	
10. 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
11. Processing Fee for the Registration of Coal Sub-Contractor	200.00	New
<b>Administrative Services (AS)</b>		
<b>General Services Division</b>		
1. Use of AVR (for outsider)	750.00/hour	
2. Photocopying services (for outsider)	2.00/copy	
Note: 20% discount for students based on the total amount of photocopying services		
<b>Records Management Division (RMD)</b>		
<b>DOE Issuances</b>		
a. Photocopy of Record	2.00/page	
b. Certified Copy of Record	20.00 for the 1st page and 2.00 for the succeeding pages	
c. Certification for non-availability of Record	20.00	
<b>Information Technology and Management Services (ITMS)</b>		
<b>A. Information and Data Management Division (IDMD)</b>		
<b>Energy Data Center of the Philippines</b>		
<b>Data Fees</b>		
1. Seismic Data		
a. Paper Seismic Sections	40.00/line-km - 2D seismic lines	
b. Seismic Section Perusal Fee	60.00/Seismic Section	
c. 2D Digital Seismic Data (SEG-Y filed on CD)	470.00/line-km with navigation data	
d. 3D Digital Seismic Data (SEG-Y filed on CD or Exabyte tape)	18,800.00/square km.	
2. Wireline Data		
a. Paper Wireline Data	1.00/ft. of log depth - Pre 1987 wireline data	
	2.00/ft. of log depth - 1987 to recent wireline data	
b. Wireline Data Perusal Fee	500.00/Wireline Data	
c. Digital Wireline Data (LAS/LIS files on CD off floppy disk)	27,500.00/well up to max of 12,000 ft log depth	
	Additional 1,000.00 for every 1,000 ft or fraction thereof for log depth > 12,000 ft.	



	Amount	Remarks
<b>Information Technology and Management Services (ITMS)</b>		
<b>A. Information and Data Management Division (IDMD)</b>		
Energy Data Center of the Philippines		
Data Fees		
3. Well Reports (Petroleum)		
a. Well Completion/Final Well Reports - paper copy	5,500.00/report	
b. Specialized Well Reports - Paper Copy	2,750.00/report	
c. Well Reports Perusal Fee	100.00/report	
4. General Reports (Petroleum)		
a. 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)	
e. 1983 Questor Aeromagnetic Survey Report	30,000.00/set	
5. Maps, Charts and Drawings		
a. Consolidated Shotpoint Location Map - paper copy	120.00/sheet	
b. Aeromagnetic Maps - Application Color (37 sheets/set)	US\$720.00/set	
c. Aeromagnetic Maps - Datchrome Maps (37 sheets/set)	US\$720.00/set	
d. Aeromagnetic Maps - Isogram Maps (B/W, 37 sheets/set)	US\$360.00/set	
e. Aeromagnetic Maps - Isogram Maps (B/W, per sheet)	US\$12.00/sheet	
f. Other Maps, Charts and Drawings - paper copy	50.00/sheet (reproduction cost not included)	
f.1. Service Contract Map	1,500.00	
f.2. Well Location Map	1,500.00	
6. Well Cores, Cuttings and Field Samples		
a. Unwashed ditch cuttings	9.00/gram	
b. Washed ditch cuttings (Unsieved)	16.00/gram	
c. Washed ditch cuttings (Sieved)	20.00/gram	
d. Core Samples	33.00/gram	
e. Field Samples	6.00/gram	
f. Cabinet Storage Fee	15.00/cubic ft./month	
g. Shelf Storage Fee	9.00/cubic ft./month	
7. Well and Seismic Digital Tapes		
a. Tape Rental (Well and Seismic Digital Tapes)	106.00/tape/week	
b. 1983 Questor Aeromagnetic Survey -	US\$2,500.00/set or US\$100.00/tape	
c. Magnetic Tape Copying (Tape-Tape input 1,200ft)	100.00/tape (media cost not included)	
d. Exabyte Tape Data Copying to CD	80.00/tape (media cost not included)	
e. CD Data Copying to CD	40.00/input (media cost not included)	
8. General and Well Reports (Geothermal, Coal and Renewables)		
a. General Geothermal and Coal Reports	2,300.00/report	
b. Geothermal Well Reports	3,300.00/report	
c. Perusal Fee	100.00/report	
d. Hydro Reports	2,300.00	
Scanning		
A. Scan to file (well reports to legal size)	10.00	
DOE Library		
Photocopying		
a. Letter size (8.5" x 11"); Legal size (8.5" x 14")	2.00/page	
b. 11" x 17"	2.00/page	
<b>B. Information Services Division</b>		
Infographics Section		
<b>A. Reprographics Services</b>		
Page Size		
a. Letter size (8.5" x 11")		
b. Legal size (8.5" x 14")	125.00/sheet	
Large Format		
a. 30" x 40"		
Glossy		
Bright White	2,800.00/sheet	
b. 24" x 32"	1,800.00/sheet	
Glossy		
Bright White	1,800.00/sheet	
	1,150.00/sheet	
Note:		
For digital copies of maps, charges and fees are the same with paper copies. However, Terms of Use for Recipients of Electronic Data shall be conformed and signed by the Client		





	Amount	Remarks
<b>Financial Services (FS)</b>		
Government Share - Charges/Income collected are based on the provision of the Pertinent Presidential Decrees and/or Service		
<b>Conventional Energy Resources Compliance Division (formerly Compliance Division)</b>		
1. Coal (PD 972)	30% of net proceeds	
2. Petroleum (PD 87)	60% of net proceeds	
<b>Renewable Energy Resources Compliance Division</b>		
1. Geothermal Service Contract (RA 9513)	1.5% of gross income	
2. Solar, Wind, Hydro & Ocean (under RA 9513)	1% of gross income	
<b>Energy Research and Testing Laboratory Services (ERTLS)</b>		
<b>A. Geoscientific Research and Testing Laboratory</b>		
Geothermal-Coal Section		
Laboratory 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	
Iodide (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	
pH	350.00	
Potassium (K)	450.00	
Rubidium (Rb)	400.00	
Silica (SiO2)	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	
<b>Oil and Gas Section</b>		
Laboratory Services		
3. Oil and Gas		
Automotive LPG		
Copper strip corrosion in LPG	2,850.00	New
Density of LPG	2,250.00	New
Gauge Vapor Pressure of LPG	4,600.00	New
Hydrogen Sulfide in LPG	1,500.00	New
LP Gases and Propene Concentrates by GC	8,250.00	New
Residue and Volatility	2,000.00	New
Sulfur in LPG	3,850.00	New



	Amount	Remarks
<b>Energy Research and Testing Laboratory Services (ERTLS)</b>		
<b>A. Geoscientific Research and Testing Laboratory</b>		
Oil and Gas Section		
Laboratory Services		
3. 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	4,320.00	
Succeeding Run	2,100.00	
Methanol in Biodiesel	3,350.00	
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	3,950.00	
Degree API Gravity of Oil Containing Water 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 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	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	
S34 Isotope in Various Samples	13,600.00	New
Succeeding Run	8,650.00	New
Natural Gas and Biogas		
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		
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	
Processed Fuels Section		
Laboratory Services		
4. Processed Fuels		
API Gravity/Density/Specific Gravity (hydrometer)	600.00	
Acid/base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pH	600.00	New
Aromatics with Oxygenates, % Volume	6,100.00	
Aromatics, % Volume	4,600.00	





	Amount	Remarks
<b>Energy Research and Testing Laboratory Services (ERTLS)</b>		
<b>A. Geoscientific Research and Testing Laboratory</b>		
Processed Fuels Section		
Laboratory Services		
4. 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 Phosphorous, ppm	7,500.00	New
Hydrocarbons (benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm <sup>2</sup> /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	New
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	
<b>Geological Section</b>		
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	



	Amount	Remarks
<b>Energy Research and Testing Laboratory Services (ERTLS)</b>		
<b>A. Geoscientific Research and Testing Laboratory</b>		
Geological Section		
5. 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	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
XRD- Powdering for Random Sample	250.00	New
6. Analysis		
Coal - Vitrinite Reflectance Measurement	3,500.00	New
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	New
X-ray Diffraction, Interpretation	1,500.00	New
Laboratory Services		
Other Services		
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	
<b>B. Lighting and Appliance Testing Division</b>		
General		
Validation of Energy Label	200.00	
Appliance and Equipment Section		
Performance Testing of Air Conditioner		
Full Load (Fixed Type)	12,400.00	
Half Load (CSPF)	12,400.00	New
Performance Testing of Refrigerator		
Complete Test	24,000.00	
Partial Test	14,200.00	
Ice Making Test	10,000.00	New
Freezing Capacity Test	10,000.00	New
Performance Testing of Television	4,700.00	
Performance Test of Washing Machine	21,400.00	
Inspection of Generic Models/Exempted Products	600.00	
Witness Testing (local and foreign)	500.00	
Performance Testing of Cooking Stoves	6,500.00	
Lighting and Other Devices Section		
Electrical Measurement	440.00	New
Goniophotometry (Elec Lamps/Luminaries)	11,600.00	
Spherephotometry (Elec Lamps)	740.00	
Endurance Test - Temp Cycling Test	10,800.00	New
Endurance Test - Supply Switching Test	2,200.00	New
10W-22W LFL and CFL Life Test (1,900 hrs)	11,580.00	
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	
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	8,400.00	





	Amount	Remarks
<b>Energy Research and Testing Laboratory Services (ERTLS)</b>		
<b>B. Lighting and Appliance Testing Division</b>		
Calibration/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	
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)		
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 to 4 1/2 Digits Res	3,250.00	
Calibration per Additional Point	200.00	
Calibration of AC/DC Voltmeters	1,950.00	
Calibration per Additional Point	390.00	
Calibration of AC/DC Ammeters	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	
Calibration per Additional Point	410.00	

APPROVED BY:

RAPHAEL P.M. LOTILLA  
Secretary



JAN 19 2023