BAGONG PILIPINAS

DEPARTMENT OF ENERGY

CITIZEN'S CHARTER



2025

1st Edition

DEPARTMENT OF ENERGY
2025 CITIZEN'S CHARTER
(1st Edition)

I. Mandate

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

II. Mission:

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

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

III. Vision:

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

IV. Performance Pledge:

We, at the Department of Energy, commit to:

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

DEPARTMENT OF ENERGY

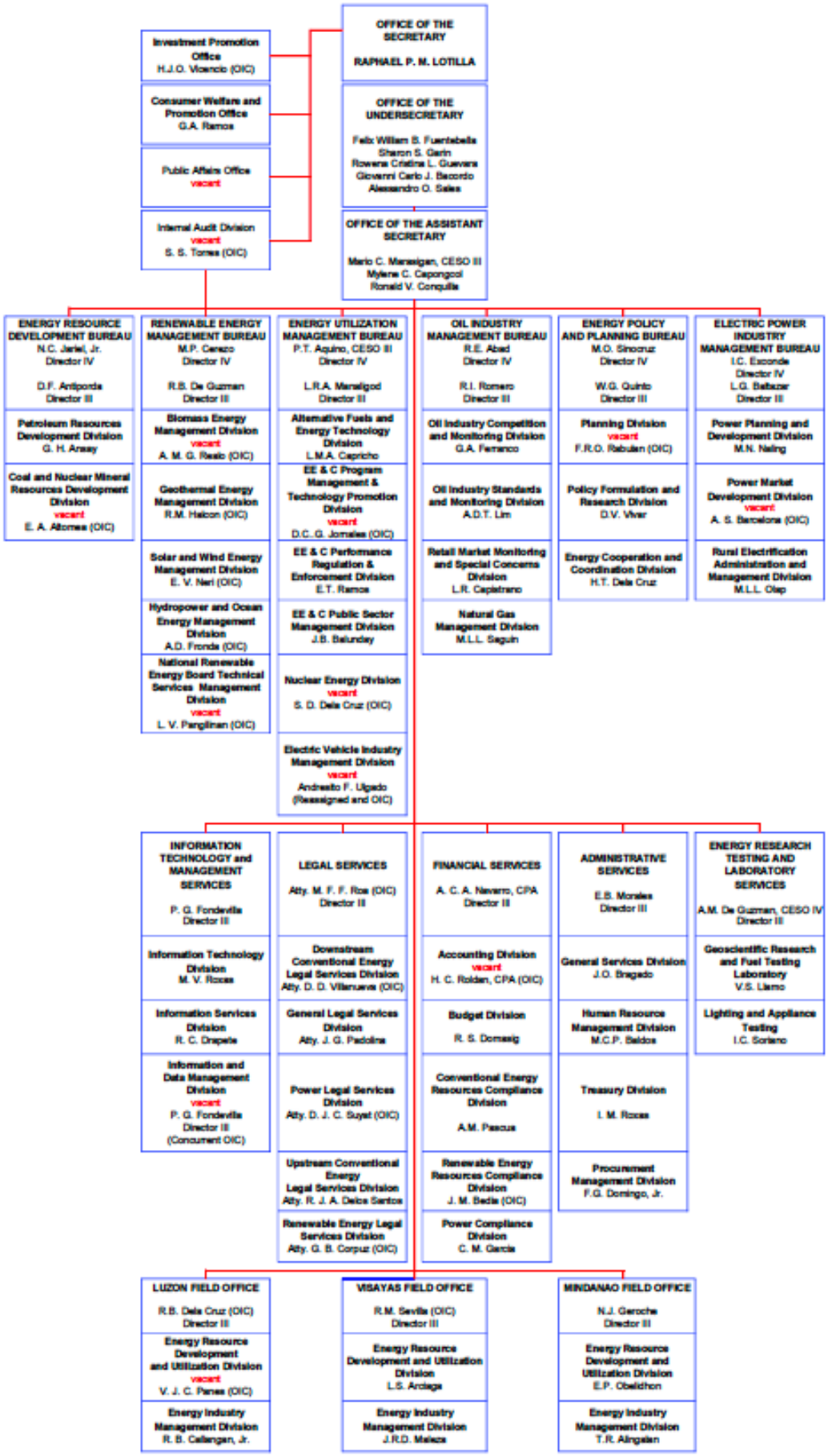


TABLE OF CONTENTS

BUREAUS 7

ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB) 8
- SUMMARY OF PROCESSES 9
- EXTERNAL SERVICES 9
  - PETROLEUM RESOURCES DEVELOPMENT DIVISION (PRDD) 12
  - COAL AND NUCLEAR MINERALS DIVISION (CNMD) 35

RENEWABLE ENERGY MANAGEMENT BUREAU (REMB) 87
- SUMMARY OF PROCESSES 88
- EXTERNAL SERVICES 88
  - HYDROPOWER, GEOTHERMAL, SOLAR, WIND AND BIOMASS ENERGY MANAGEMENT DIVISION (HOEMD, GEMD, SWEMD, BEMD) 90
  - GEOTHERMAL ENERGY MANAGEMENT DIVISION (GEMD) 198
  - BIOMASS ENERGY MANAGEMENT DIVISION (BEMD) 203
  - TECHNICAL SERVICES MANAGEMENT DIVISION (NREB-TSMD) 276

ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU (EPIMB) 283
- SUMMARY OF PROCESSES 284
- EXTERNAL PROCESSES 284
  - POWER PLANNING DEVELOPMENT DIVISION (PPDD) 286
  - POWER MARKET DEVELOPMENT DIVISION (PMDD) 315
  - RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION (REAMD) 320

ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB) 324
- SUMMARY OF PROCESSES 325
- EXTERNAL SERVICES 325
  - ENERGY EFFICIENCY & CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION (EPRED) 329
  - ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION (EPMPD) 367
  - ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD) 432
  - ENERGY EFFICIENCY & CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD) 433
  - ELECTRIC VEHICLE INDUSTRY MANAGEMENT DIVISION (EVIMD) 445

OIL INDUSTRY MANAGEMENT BUREAU (OIMB) 463
- SUMMARY OF PROCESSES 464
- EXTERNAL SERVICES 464
  - RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION (RMMSCD) 470
  - OIL INDUSTRY COMPETITION AND MONITORING DIVISION (OICMD) 561
  - OIL INDUSTRY STANDARDS AND MONITORING DIVISION (OISMD) 627
  - NATURAL GAS MANAGEMENT DIVISION (NGMD) 641
- INTERNAL SERVICES 706

ENERGY POLICY AND PLANNING BUREAU 709
- SUMMARY OF PROCESSES 710
- EXTERNAL SERVICES 710
  - POLICY FORMULATION AND RESEARCH DIVISION (PFRD) 712
  - PLANNING DIVISION (PD) 717
- INTERNAL SERVICES 720

SERVICES 724

ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS) 725
SUMMARY OF PROCESES 726
EXTERNAL SERVICES 726
GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION (GRFTLD) 729
LIGHTING AND APPLIANCE TESTING LABORATORY (LATL) 739
INTERNAL SERVICES 824

INFORMATION TECHNOLOGY MANAGEMENT SERVICES (ITMS) 838
SUMMARY OF PROCESSES 839
EXTERNAL SERVICES 839
INFORMATION SERVICES DIVISION (ISD) 842
INFORMATION DATA MANAGEMENT DIVISION (IDMD) 856
INTERNAL SERVICES 865

FINANCIAL SERVICES (FS) 873
SUMMARY OF PROCESSES 874
ACCOUNTING DIVISION (AD) 875
BUDGET DIVISION (BD) 915

ADMINISTRATIVE SERVICE (AS) 921
SUMMARY OF PROCESSES 922
EXTERNAL SERVICES 922
INTERNAL SERVICES 924
HUMAN RESOURCE MANAGEMENT DIVISION (HRMD) 927
GENERAL SERVICES DIVISION (GSD) 933
RECORDS MANAGEMENT DIVISION (RMD) 938
TREASURY DIVISION (TD) 946
PROCUREMENT MANAGEMENT DIVISION (PMD) 992

LEGAL SERVICES 1011
SUMMARY OF PROCESSES 1012
EXTERNAL/INTERNAL SERVICES 1013
GENERAL LEGAL SERVICES DIVISION (GLSD) 1013

OFFICES 1018

CONSUMER WELFARE AND PROMOTION OFFICE (CWPO) 1019
SUMMARY OF PROCESSES 1020
EXTERNAL SERVICES 1020

INVESTMENT PROMOTION OFFICE (IPO) 1026
SUMMARY OF PROCESSES 1027
EXTERNAL SERVICES 1027

PUBLIC AFFAIRS OFFICE (PAO) 1033
SUMMARY OF PROCESSES 1034
EXTERNAL SERVICES 1034

LUZON FIELD OFFICE (LFO) **1039**
SUMMARY OF PROCESSES 1040
EXTERNAL SERVICES 1040
ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD) 1042
ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD) 1077

VISAYAS FIELD OFFICE (VFO) **1084**
SUMMARY OF PROCESSES 1085
EXTERNAL SERVICES 1085
ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD) 1087
ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD) 1126
INTERNAL SERVICES 1148

MINDANAO FIELD OFFICE (MFO) **1153**
SUMMARY OF PROCESSES 1154
EXTERNAL SERVICES 1154
ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD) 1158
ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD) 1203
INTERNAL SERVICES 1239

FEEDBACK AND COMPLAINTS MECHANISM **1282**

SCHEDULE OF FEES AND CHARGES **1284**

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

Coal And Nuclear Minerals Division (CNMD)

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

Registration–Renewal (CEUR-R)	Days	
22. Issuance of Confirmation Letter of Registered Coal Subcontract	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
4. Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications ***(ISO Certified)***
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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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	*Records Offices, RMD*
	1.2 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse request to PRDD			*Director, ERDB*
	1.3 Technical Evaluation	None	1 Working Day	*Petroleum Resources Development Division*
	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	*Director, ERDB*
	1.5 Maintain the database of posted performance bond of all Petroleum Service Contractors			*SRS II, PRDD*
	1.6 Send an official reply to Service Contractors			*Records Officer, RMD*
Total Number of Days			**3 Working Days**	

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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Existing 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	*SRS II / Senior SRS, PRDD*
2. Payment of Processing Fee		Processing Fee- Php 750.00 / application or based on the DOE Schedule of Fees and Charges		*Collection Officer, Treasury Division*
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	*Records Officer, RMD*
	3.2 Transmittal to PRDD		1 Working Day	*Admin. Staff, ERDB*
	3.3 Technical Evaluation		3 Working Days	*Sr. SRS/SRS II, PRDD*
	3.3.1 Prepare Endorsement Memorandum for		1 Working Day	*Sr. SRS/SRS II, PRDD*

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

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

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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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	*Administrative Assistant II, PRDD*
		Application/Processing Fee – Php 550.00, subject to approval of the DOE Revised Schedule of Fees and Charges	2 Hours	*Collection Officer, TD*
2. Submission of Endorsement letter and requirements	2.1 Official receiving of documents at Records Management Division (RMD)		1 Working Day	*Records Officer, RMD*
	2.2 Transmittal to ERDB-Office of		1 Working Day	*Records Officer,*

	the Director (ERDB-OD)			*RMD*
	2.3 Transmittal to PRDD		1 Working Day	*Admin. Staff, ERDB*
	2.4 Technical Evaluation		2 Working Days	*Chief Science Research Specialist (SRS)/ Senior SRS /SRS II, PRDD*
	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	*Director/Asst. Director, ERDB*
	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	*Records Officer, RMD*
Total Number of Days			**7 Working Days**	

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

Note: *This process is ISO Certified.*

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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Existing Petroleum Service Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE – Treasury Division or Bank

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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)	None	1 Working Day	*Director, ERDB*

	1.4 Technical Evaluation	None	7 Working Days	*PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II*
	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 *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.*	None		*PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II*
	1.4.2 Prepare memorandum to the Legal Services for Legal Evaluation			*ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II*
	1.5 Legal Services to check legality of the subcontracts for registration (i.e. compliance to DOE DC2014-08-0013) and transmit memo back to ERDB-OD/PRDD		7 Working Days	*Director, Legal Services*

	1.5.1 From LS Evaluation, PRDD Processors determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		1 Working Day (if necessary)	*Supervisor and/or Senior SRS handling ISO Monitoring, SRS-II*
2. Client requests for Billing Statement thru COMS V2.1	2.1 PRDD Staff to advise client to request for the Billing Statement in COMS V2.1	None	1 Working Day	*Admin. Staff, PRDD*
	2.2 PRDD Staff prepares the Billing Statement in COMS V2.1			*Admin. Staff, PRDD*
	2.3 PRDD Supervisor approves the Billing Statement in COMS V2.1			*Supervising SRS, PRDD*
	2.4 Accounting Unit prepares and approves the Order of Payment and sends it to the client's email thru COMS V2.1			*Accounting Staff, Accounting Division*
3. Payment of Processing Fee by Client *Note:* *If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost–recovery.*		For Regular Application: PHP 200.00 per subcontract/agreement For Late Application: PHP 10,000.00 per subcontract/agreement to be processed as per DOE	Depending on Client	*Client*

		Fees and charges.		
	3.1 Treasury Unit receives the payment/proof of payment and issues an Official Receipt	None	1 Working Day	*Collecting Officer, Treasury Division*
4. Registration of Subcontracts / Acknowledgement of Administrative Subcontracts	4.1 Recording and filing of Subcontract Registration	None	1 Working Day	*PRDD Sr. SRS handling the ISO Monitoring*
	4.2 Issue the Letter of Subcontract Registration			*Director, ERDB*
5. Release to Client	5.1 Registered Subcontract ready for release to the Client		1 Working Day	*PRDD Admin Staff*
Total Number of Days	**20 Working Days** (for single subcontract application)			

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

RANGE FOR SUBCONTRACT REGISTRATION	
NO. OF SUBCONTRACTS	**WORKING DAYS TO PROCESS (FROM RMD TO RELEASE)**
1	20
2 TO 20	21-60
21 TO 60	61-140
61 TO 120	141-220
121 TO 180	221-300
181 TO 300	301-365
300 upwards	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	2.1 Schedule Field Investigation and coordinate with applicant and/or Request DOE Field Office for preliminary investigation *Note:* *Taking into consideration the following:* *a. Participation/availability of applicant onsite.* *b. Accessibility of area;* *c. Safety; and/or* *d. Recommendation from DOE Field Office* *If any one of these considerations is not met, PRDD will officially notify the Client that further Investigation and sampling could not be conducted.*	None	Depending on availability and response of the Applicant	*PRDD / DOE Field Office*
3.Accompany DOE personnel during conduct of investigation and sampling	3.1 Field Investigation and Sampling (inclusive of travel time)		10 Working Days	*PRDD / ERTLS / DOE Field Office*
	3.2 Laboratory analysis and transmittal of Results to ERDB		Depending on laboratory analysis	*ERTLS*
	3.3 Prepare letter to Applicant; Results ready for release to client		3 Working Days	*ERDB Director, PRDD*
Total Number of Days			**20 Working Days** (Excluding time on coordination with client and laboratory analysis)	

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

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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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 – **Php 200,000.00** Challenge Fee (for Nominated Areas) – **Php 1,000,000.00**		Records Offices, RMD Energy Resource Development Bureau (ERDB) Treasury Division
	1.2 Opening of Proposals and Checking for Completeness of Applications by Technical Working Group (TWG): *Note:* *This happens on a set date as dictated by the published PCECP*	None	1 Working Day	Review and Evaluation Committee (REC) / Technical Working Group (TWG) -PRDD -Financial Services (FS) -Legal Services (LS)

	timeline, and not immediately after submission.			
	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

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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) 1.2 Transmittal of requirements to REC Chair	None	1 Working Day	Records Management Division
	1.3 Transmittal of response from REC Chair to REC TWG Head	None	1 Working Day	REC Chair
	1.4 Evaluation of completeness of submitted documents	None	3 Working Days	REC TWG

	1.5 Preparation of 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
Total Number of Days			**20 Working Days**	

Issuance of Gratuitous Permit

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business / Government-2-Citizen
Who May Avail:	Any Individual / LGUs / Companies

CHECKLIST OF 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)
As stated in PD 508 and DOE Dept. Circular No. DC2018-07-0020: 2. Application Letter addressed to the: The Undersecretary in charge of Energy Resource Development Bureau Department of Energy Center, Merritt Road, Fort Bonifacio Taguig, Metro Manila 1201 Contents of a Gratuitous Permit Application: 2.1 Full name and post office or business address of the applicant; 2.2 In case of an individual, applicant citizenship, age, sex and civil status; 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 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	Client

corporation or partnership; c. Map and technical description of the area desired to be explored or exploited duly signed by a licensed geodetic engineer; d. A work program and budget with timeline to explore and develop natural marsh or Methane gas deposit; e. Endorsement from the local Barangay Captain and Municipal Mayor; f. Proof of payment of application fee amounting to One Thousand Pesos (Php 1,000.00); and g. Proof of minimum operating capital of One Hundred Thousand Pesos (Php 100,000.00) whether in cash or in kind. The necessary proof includes financial statements, real property tax declaration, contract of lease of equipment, and such other similar proof as would show that the applicant has the requisite means and resources to pursue the operations under the gratuitous permit. Note: Incomplete applications will not be accepted				
CLIENT STEPS	**AGENCY 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	*Records Officer, RMD*
	1.2 Transmit to Energy Resource Development Bureau – Office of the Director (ERDB-OD)		1 Working Day	*Records Officer, RMD*

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

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

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 Notice of Qualification to enter into a Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal
4. Issuance of Tax-Exemption under PD 972
5. *Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit ***(ISO Certified)***
6. Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent
7. Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holder
8. Issuance of Coal Export Clearance (CEC)
9. Issuance of Certificate of Compliance for Coal Importation (CoC-CI)
10. Issuance of Certificate of Coal Trader Accreditation (CTA)
11. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)
12. Issuance of Certificate of Coal End-User Registration (CEUR)
13. Issuance of Certificate of Coal End-User Registration–Renewal (CEUR-R)
14. Issuance of Confirmation Letter of Registered Coal Subcontract

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Corporations, 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	*REC Chair / Undersecretary*
	1.4 REC and TWG checks the completeness of the submitted requirements		1 Working Day	*REC & TWG*
	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	*Assistant Secretary*
	1.8 Assistant Secretary endorses the application to the Undersecretary		1 Working Day	
	1.9 Undersecretary reviews and evaluates the application		3 Working Days	*Undersecretary*
	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	*Records Officer, RMD*
Total Number of Days:			**20 Working Days**	

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Application
Type of Transaction	Government-2-Business
Who May Avail	Corporations, Companies and Cooperatives

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter in response to the Notice of Qualification to enter into a COC with the inclusion of the following documents: a. Copy of the required certification from the National Commission on Indigenous Peoples (NCIP) before the issuance of Notice of Award for COC b. Copy of the required certification from the DENR before the conduct of the exploration activities in the COC area.	Client
2. Execution copy of the COC duly signed by the prospective COC Operator	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of Requirements	1.1 Official receiving documents at the Records Management Division (RMD)		1 Working Day	*RMD*
	1.2 Transmittal of requirements to REC Chair	None		
	1.3 Transmittal of requirements from REC Chair to REC-TWG Head		1 Working Day	*REC Chair*
	1.4 Evaluation of completeness of submitted documents		2 Working Days	*REC-TWG & REC Secretariat*
	1.5 Preparation of Documents for REC Meeting		3 Working Days	*REC Secretariat*

	1.6 REC Meeting		1 Working Day	*REC*
	1.7 Finalization of Documents and Endorsement of the highest-ranked and compliant applicant to the Office of the Secretary		*5 Working Days,*	*REC, REC-TWG & REC Secretariat*
	1.8 The Office of the Secretary reviews and evaluates the application		*5 Working Days*	*Office of the Secretary*
	1.8.1 If disapproved, the Office of the Secretary shall notify the applicant through a letter			
	1.8.2 If approved, the Secretary approves the highest-ranked and compliant applicant along with the Notice of Award			
	1.9 The Secretary transmits the Notice of Award to RMD		*1 Working Day*	
	1.10 RMD transmits and releases the Notice of Award to the Applicant		*1 Working Day*	*RMD*
Total Number of Days:			**20 Working Days**	

Issuance of Notice of Qualification to enter into a Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Application for COC is in accordance with Presidential Decree 972 and DOE Department Circular No. DC2017-09-0010. However, Section 59 of Republic Act No. 8371 or the Indigenous Peoples' Rights Act (IPRA), mandates all departments and other governmental agencies not to issue, renew, or grant any concession, license or lease, or enter into any production-sharing agreements without prior certification from the National Commission on Indigenous Peoples (NCIP), which requires a field-based investigation and free, prior, and informed consent of the affected Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs).

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical
Type of Transaction	Government-2-Business
Who May Avail	Corporations, Companies and Cooperatives

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Three (3) complete sets of the following documentation to be submitted to the DOE	
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,	To be provided by the 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);	To be provided by the 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;	To be provided by the 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:	To be provided by the 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.	
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:	
i. Original Copy of the Parent Company's financial documents per 4.a.i. and 4.a.ii.;	
ii. Original Copy of duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; and,	
iii. General Information Sheet (GIS) of the shareholders of the applicant availing of the Parent Company fund guarantee.	

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.				
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.				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Order of Payment for the application fee	1.1 Accounting Division issues Order of Payment to Applicant		1 Working Day	*Accounting Staff,* Accounting Division
2. Payment of non-refundable application fee per area to participate in the PCECP for Coal	2.1 Treasury Division receives payment from applicant and issues Official Receipt (OR)	Application fee per area - Php 200,000.00		*Collection Officer,* Treasury Division
	2.2 Treasury Division receives payment from applicant and issues Official Receipt (OR)			
3. Submission of three (3) complete sets of application requirements in both paper and digital format with OR to the	3.1 RMD receives the three (3) complete sets of application documents in both paper and digital format with OR of the application fee	None	1 Working Day	*REC Secretariat, CNMD* *Records Officer* RMD

Records Management Division (RMD) to be securely placed in the bid box *(To be submitted by the applicant on or before 1100H of the 60th calendar day after date of publication.)*	*(Note that RMD and the REC Secretariat shall transfer the bid box to the Opening of Application Documents venue.)*			
	3.2 REC and REC-TWG conducts the Opening of Application Documents and Checking for the Completeness of Applications *(1300H on the final day of submission of documents)*		1 Working Day	*REC- TWG & REC Secretariat*
	3.3 Substantive evaluation of applicant/s with complete Legal, Technical, and Financial documentation		7 Working Days	
	3.4 Preparation and Consolidation of the results of the REC-TWG substantive evaluation If a sole applicant has incomplete or defective documents, the REC-TWG shall inform the sole applicant to submit or correct the		5 Working Days	

	defective documents at the REC's discretion within thirty (30) calendar days from the receipt of the notice.			
	3.5 REC-TWG endorses the highest-ranked and compliant applicant to the REC		1 Working Day	
	3.6 REC to convene and discuss the results of the REC-TWG		1 Working Day	*REC*
	3.7 Preparation of documents and issuance of the Notice of Qualification to enter into a COC		3 Working Days	*REC Secretariat*
Total Number of Days:			**20 Working Days**	

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

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

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

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

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

Note: *This process is ISO Certified.*

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	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
1. Duly Accomplished ERDB Form No. DOE-ERDB-QF-001	CNMD Office / Department Of Energy Website / Energy Virtual One-Stop Shop (EVOSS)
2. Endorsement from the COC Operator or SSCMP holder addressed to the Concerned Director	Client
3. Digital 2"x2" ID Photo (minimum 600x600 pixels, any plain background color, dress code: with colar taken not less than three (3) months at the time of the application	
4. Signed Resume	
5. Valid Police Clearance with copy of Official Receipt of the Payment	
6. Proof of Qualification (any of the following)	
A. For Safety Engineer	
1. Permanent Registration	
a. Valid PRC License for Mining Engineer	
b. Certificate of Employment showing at least two (2) years experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines.	
c. Certificate/s of Training in General Safety and Health related to Mining Operations with at least cumulative of eight (8) hours.	
2. Temporary Registration	

a. Graduate of a Mining Engineering Course	
i. Valid PRC License for Mining Engineer	
ii. Certificate of Employment showing experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines	
iii. Certificate/s of Training in General Safety and Health related to Mining Operations	
b. Any other Licensed Engineer, Geologist, Metallurgist and Chemist	
i. Valid PRC License	
ii. Certificate of Employment showing at least one (1) year experience as Safety Inspector in an underground or surface coal mine	
B. For Safety Inspector	
1. Graduate of Mining Engineering Course	
a. College Diploma	
2. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course	
a. College Diploma	
b. Certificate of Employment showing at least one (1) year experience in Safety Work in Mining Operation	
3. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course	
a. College Scholastic Records	
b. Certificate of Employment showing at least three (3) years experience in Safety Work in Mining Operation	
4. High School Graduate	
a. High School Diploma	
b. Certificate of Employment showing at least five (5) years experience in Safety Work in Mining Operation	
5. High School Undergraduate	
a. High School Scholastic Records	
b. Certificate of Employment showing at least ten (10) years experience in Safety Work in Mining Operation	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client chooses a Project from the List in EVOSS associated to the Company				
2. Client submits through the EVOSS System the complete set of documentary requirements	2.1 CNMD checks the completeness and consistency of the submission within three (3) working days.			Chief SRS / Designated Authority, CNMD
	2.1.1 If the submission is complete the CNMD prepares the Billing Statement through https://comsv2.doe.gov.ph/ . Accounting Division prepares the Order of Payment and sends it to the client's email. The same will be uploaded by CNMD within one (1) working day. EVOSS System notifies the Client thru a system generated email to pay the processing fee within three (3) working days.			Chief SRS / Designated Authority, CNMD Accounting Staff, Accounting Division

	2.1.2 If the submission is incomplete, CNMD uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the Client thru a system generated email notification on the rejection of the submitted application. EVOSS System sets the time to COMPLETE and ENDS the Workflow.			Chief SRS / Designated Authority, CNMD
	2.2 If CNMD failed to check the completeness and consistency of the submission within three (3) working days, EVOSS System generates a Deemed Complete Certificate. EVOSS System notifies the Client and CNMD thru a system generated email notification on the issuance of Deemed Complete Certificate. CNMD prepares the Billing Statement through https://comsv2.doe.gov.ph/. Accounting Division prepares the Order of Payment and sends it to the client's email. The same will be uploaded by CNMD within one (1) working day.			Chief SRS / Designated Authority, CNMD Accounting Staff, Accounting Division

	EVOSS System notifies the Client thru a system generated email to pay the processing fee within three (3) working days.			
3. Client pays thru the DOE Cashier or other modes of payment uploads the proof of payment within three (3) working days. Client sends the proof of payment to coms@doe.gov.ph in the same email thread of the Order of Payment. Note: If failure to pay within three (3) working days the Client will receive notification of deemed abandoned	3.1 If payment has been made, EVOSS notifies Treasury Division thru a system generated email notification on the payment of the processing fee. Treasury Division validates the proof of payment within one (1) working day.	Php 550.00		Collecting Officer, Treasury Division
	3.1.1 If payment is valid, Treasury Division uploads the Official Receipt and encodes the Official Receipt Number within one (1) working day. EVOSS System notifies the Applicant and CNMD thru a system generated email			Collecting Officer, Treasury Division

	notification of the uploaded Official Receipt. EVOSS creates the deliverable in the System (Start of Day 1).			
	3.1.2 If payment is not valid, EVOSS System notifies the Client and CNMD thru a system generated email notification of the invalid payment. CNMD uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the Applicant and Treasury Division of the cancellation due to invalid payment. EVOSS System sets the time to COMPLETE and ENDS the Workflow.			Chief SRS / Designated Authority, CNMD
	3.2 If payment has not been made within three (3) working days, CNMD uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the Applicant and Treasury Division of the cancellation due to non-payment.			Chief SRS / Designated Authority, CNMD

	EVOSS System sets the time to COMPLETE and ENDS the Workflow.			
	3.3 CNMD conducts Technical Evaluation of the submitted application.		5 Calendar Days	Chief SRS / Designated Authority, CNMD
	3.3.1 If technically qualified, CNMD endorses the application to ERDB for final review and approval.			Chief SRS / Designated Authority, CNMD
	3.3.2 If not technically qualified, CNMD uploads the Disapproval Letter signed by the Director. EVOSS notifies the Client thru a system generated email notification on the disapproval of the submitted application. EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.			Chief SRS / Designated Authority, CNMD
	3.4 ERDB reviews the endorsed application		5 Calendar Days	Director IV, ERDB
	3.4.1 If disapproved, CNMD uploads the Disapproval Letter signed by the Director. EVOSS notifies the Client thru a system generated email notification on the disapproval of the submitted application.			Chief SRS / Designated Authority, CNMD

	EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.			
	3.4.2 If approved, ERDB records and transmits the signed permit to CNMD.			Administrative Staff, ERDB
	3.5 CNMD uploads the signed and approved Safety Engineer's / Safety Inspector's Permit. EVOSS System notifies the client thru a system generated email notification of the Approved Safety Engineer's / Safety Inspector's Permit. EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.		1 Calendar Day	Chief SRS / Designated Authority, CNMD
	3.6 If the timeframe in evaluating the application exceeded eleven (11) calendar days. EVOSS System notifies the Client and CNMD thru a generated email notification on the Issuance of the Deemed Approved Certificate. EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.			
Total Number of Days		**11 Working Days**		

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who May Avail	Interested individuals

CHECKLIST OF REQUIREMENTS **Submit Three (3) sets of the following:**	**WHERE TO SECURE**
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	*Records Officer,* RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	*Records Officer,* RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	*Admin. Staff,* ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	*Sr. SRS/SRS II,* CNMD
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	*Chief SRS,* CNMD
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			*Bureau Director,* ERDB
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			*Chief SRS,* CNMD
	1.6 ERDB Reviews and Approves the		2 Working Days	*Bureau Director,* ERDB

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

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who May Avail	Interested individuals

CHECKLIST OF REQUIREMENTS **Submit Three (3) sets of the following:**	**WHERE TO SECURE**
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	
1. 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	*Records Officer,* RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	*Records Officer,* RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	*Admin. Staff,* ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	*Sr. SRS/SRS II,* CNMD
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	*Chief SRS,* CNMD
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			*Bureau Director,* ERDB
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			*Chief SRS,* CNMD
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	*Bureau Director,* ERDB
	1.6.1 If disapproved, CNMD rejects the application			*Bureau Director,* ERDB

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

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

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

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

	1.11 RMD releases the approved CoC-CI to applicant		1 Working Day	*Records Officer, RMD*
Total Number of Days			**20 working days**	

Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear 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 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-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	*Records Officer, RMD*
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	*Records Officer, RMD*
	1.3ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	*Administrative Officer, ERDB*
	1.4 CNMD receives the documents and conducts technical evaluation		6 Working Days	*Sr. SRS/SRS II, CNMD*
	1.4.1 If not technically qualified, CNMD rejects the application through a		1 Working Day	*Bureau Director, ERDB*

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

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

Office or Division	Coal and Nuclear 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 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-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 2. Copy of the approved and duly conformed SSCMP	Client
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) 5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
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) 6. List of authorized drivers 7. List of vehicles with plate number and copy of OR/CR	Client
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	*Administrative Officer, ERDB*
	1.4 CNMD conducts technical evaluation		4 Working Days	*Sr. SRS/SRS II, CNMD*
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	*Bureau Director, ERDB*
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for financial evaluation			*Chief SRS, CNMD*
	1.5 CERCD conducts financial evaluation		2 Working Days	*Technical Audit Specialist, CERCD*
	1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	*Bureau Director, ERDB*
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD			*Chief, CERCD*
	1.6 CNMD endorses the application to UCELSD for evaluation		1 Working Day	*Sr. SRS/SRS II, CNMD*
	1.7 UCELSD conducts legal evaluation		2 Working Days	*Attorney IV, UCELSD*
	1.7.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	*Bureau Director, ERDB*
	1.7.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			*Chief, UCELSD*

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

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
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)	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

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	*Records Officer, RMD*

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

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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	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	*Records Officer, RMD*
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	*Administrative Officer, ERDB*
	1.4 CNMD conducts technical evaluation		4 Working Days	*Sr. SRS/SRS II, CNMD*
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	*Bureau Director, ERDB*
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for compliance review			*Chief SRS, CNMD*
	1.5 CERCD conducts compliance review		2 Working Days	*Technical Audit Specialist, CERCD*
	1.5.1 If non-compliant, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	*Bureau Director, ERDB*
	1.5.2 If compliant, CERCD endorses the application to CNMD			*Chief, CERCD*
	1.6 CNMD endorses the application to UCELSD for review		1 Working Day	*Chief SRS, CNMD*
	1.7 UCELSD conducts legal review		1 Working Day	*Chief, UCELSD*
	1.7.1 If not legally qualified, UCELSD will endorse		1 Working Day	*Bureau Director, ERDB*

	the 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	*Chief, UCELSD*
	1.8 LS reviews and endorses the application to ERDB		1 Working Day	*Director, LS*
	1.9 ERDB reviews and approves the application		2 Working Days	*Director, ERDB*
	1.10 ERDB transmits the approved CEUR-R to CNMD		1 Working Day	*Administrative Officer, ERDB*
	1.11 CNMD records and transmits the approved CEUR-R to RMD		1 Working Day	*Administrative Officer, CNMD*
	1.12 RMD releases the approved CEUR-R to applicant		1 Working Day	*Records Officer, RMD*
Total Number of Days			**20 Working Days**	

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 free 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			*Chief SRS, CNMD*
	1.4.2 If technically qualified, CNMD endorses the application to ERDB			*Chief SRS, CNMD*
	1.5 ERDB endorses the application to Legal Services (LS) for Legal Evaluation		1 Working Day	*Director, ERDB*
	1.6 LS conducts Legal Evaluation on the application		6 Working Days	*Attorney IV, LS*
	1.6.1 If approved, LS endorses the application to ERDB with review memorandum and recommendation of registration of operations administrative subcontract			*Attorney V, LS*
	1.6.2 If disapproved, CNMD rejects application with a letter signed by the ERDB Director			*Sr. SRS/SRS II* CNMD
	1.7 LS Records and Transmits approved application to ERDB		1 Working Day	*Admin. Officer, LS*
	1.8 ERDB Issues a Confirmation Letter of Registered Coal Subcontract		1 Working Day	*Bureau Director, ERDB*
	1.9 ERDB transmits the Confirmation Letter		1 Working Day	*Admin. Officer, ERDB*

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

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

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

Geothermal Energy Management Division (GEMD)

15. Notice of Intention to Drill (NID)	10 Calendar Days	Highly Technical

Biomass Energy Management Division (BEMD)

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

Technical Services Management Division (NREB-TSMD)

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

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

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Any person, natural or juridical, registered and/or authorized to operate in the Philippines under existing Philippine laws and engaged in the manufacture, fabrication and supply of locally-produced RE equipment and components may apply for accreditation with the REMB.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
APPLICATION 1. Letter of Application addressed to REMB Director	Applicant
LEGAL REQUIREMENTS 2. Latest Business Permit in the name of the Company or Proprietor	Concerned Local Government Unit (LGU)
3. Company Profile or Business Background	Applicant
TECHNICAL REQUIREMENTS 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 *three (3) working days*			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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	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 *Note:*	3.1 If payment has been made, Concerned REMB Division validates the proof of payment	Application Fee – Php 1,000.00		Chief, Concerned REMB Division

If failure to pay within 5 working days, the Applicant will receive notification of deemed abandoned	within one (1) working day	Processing Fee – Php 9,000.00		
	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			
	3.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant to rectify the payment within two (2) working days.			
4. The Applicant rectifies the proof of payment *Note:* *If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned*	4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.			Chief, Concerned REMB Division
	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.			

	4.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant of the notice of disqualification			
5. Applicant sets and coordinates with Concerned REMB Division on the site validation / inspection within thirty (30) working days *Note:* *If not validated within 30 working days, Concerned REMB Division notifies the Applicant on the Deemed Abandoned*	5.1 Concerned REMB Division and LS simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation conducted		7 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	5.2 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
	5.2.1 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 *Note:* *If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned*	6.1 Concerned REMB Division and LS conduct simultaneous Technical and Legal re-evaluations		5 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	6.2 Concerned REMB Division consolidates all the re-evaluation results		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.			
	6.3 LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter 6.3.1 If compliant, LS endorses to Assistant Secretary thru CSW. 6.3.2 If not compliant, LS returns to Concerned REMB Division for further action.		2 calendar days	Chief, RELSD Director, LS
	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

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	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 *Template forms are provided in the EVOSS Downloadable Forms*
NOTES:	
1. **Project Area/Site** – an RE project area/site subject to Area Verification.	*The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms) Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls
2. **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.	
3. **TD_FORM.xls*** - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.	
4. **Computation of Area** - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise	

the projected area (PTM-Zone I to V) will be considered. *Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.*	
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 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)

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

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

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

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

	simultaneous Financial and Legal Evaluations, and/or Area Verification.			
	4.5 Concerned REMB Division consolidates all the evaluation results and recommends to REMB Director for further action		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 *Note:*	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

If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned	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.		2 calendar days	Office of the Assistant Secretary
	5.4.1 If approved, Concerned REMB Division endorses the recommendation to the Undersecretary			Chief, Concerned REMB Division
	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	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

Office or Division:	Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD) / Geothermal Energy Management Division (GEMD) / Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government-2-Business
Who May Avail:	Renewable Energy Developers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Technical Requirements	
1.1 Application letter addressed to the Renewable Energy Management Bureau (REMB) Director;	Provided by applicant
1.2. Project Description detailing the following: 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	Provided by applicant
2. Legal Requirements	
2.1. For Individual or Proprietorship 2.1.1. Passport or any valid government-issued Identification Card (ID)	Provided by applicant
2.2. For Corporation / Joint Venture / Consortium / Cooperative 2.2.1. Certified copy of registration from the Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or National Electrification Administration (NEA)	Provided by applicant
2.3. If filed by a Representative: 2.3.1. Special Power of Attorney (for Individual or Proprietorship) or Secretary's Certificate/Board 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	Provided by applicant

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email	1.1 Concerned REMB Division checks the completeness and consistency of the submission			
	1.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			Chief, Concerned REMB Division
	1.1.2 If incomplete, Concerned REMB Division notifies the RE Developer to submit the complete documents.			
2. RE Developer resubmits the updated application documents	2.1 Concerned REMB Division checks the completeness and consistency of the submission:			Chief, Concerned

Note: *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.; or 2.1.2 If incomplete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission			REMB Division
3. Applicant pays thru the DOE Cashier or other modes of payment *Note:* *If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned*	3.1 If payment has been made, Concerned REMB Division validates the proof of payment within one (1) working day	Hydro, Geothermal, Solar and Wind PHP 11,600.00 Biomass- 12,650.00		Chief, Concerned REMB Division
	3.1.2 If payment is valid, Concerned REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)			
	3.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer to rectify the payment within two (2) working days.			
4. The RE Developer rectifies the proof of payment *Note:* *If failure to rectify within two (2) working*	4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.			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 *Note:* *If failure to rectify within five (5) working days, the RE Developer will receive notification of deemed abandoned*	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.			
	5.5 Undersecretary conducts CSW: 5.5.1 If approved, the Undersecretary endorses to the Secretary for approval; or 5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.		2 Calendar Days	Office of the Undersecretary
	5.6 The Secretary acts on the application: 5.6.1 If approved, the Secretary signs the approval letter and Certificate of Registration (COR); or 5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action.		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
TOTAL		**28 Calendar Days**		

Conversion to the New Renewable Energy (RE) Contract Template

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

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

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).	Provided by the Applicant *Template maps are provided in the EVOSS Downloadable Forms*
3.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)	Provided by the Applicant
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 Applicant *Template forms are provided in the EVOSS Downloadable Forms*
NOTES:	
1. **Project Area/Site** – an RE project area/site subject to Area Verification. 2. **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. 3. **TD_FORM.xls*** - use the Excel file which is download from	*- The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms) Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls

EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.	
4. **Computation of Area** - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.	
Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.	

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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	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	*Chief, Concerned REMB Division* Director, Legal Services
	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			
	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 *Chief, Concerned REMB Division*
	3.6 LS concurrence to the recommendation		3 Calendar Days	Director, Legal Services
	3.7 After LS concurred, Concerned REMB Division endorses the recommendation to the Assistant Secretary and Undersecretary			*Chief, Concerned REMB Division*
	3.8 Assistant Secretary acts on the recommendation		2 Calendar Days	Office of the Assistant Secretary
	3.8.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence			*Chief, Concerned REMB Division*
	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	*Office of the Undersecretary*

	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	*Chief, Concerned REMB Division*
	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.			
Total Number of Days		**31 Calendar Days**		

Renewable Energy Contract Application

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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
A. Legal Requirements	
If Individual or Proprietorship: 1. Birth Certificate, passport or any valid government-issued identification card 2. Current Business Permit 3. Department of Trade and Industry (DTI) Registration (if applicable) 4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)	Philippine Statistics Authority City/Municipal Government Department of Trade and Industry
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 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	Securities and Exchange Commission Securities and Exchange Commission

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

a. Biomass b. Geothermal c. Solar d. Hydro e. Ocean f. Wind	Annex I-2 of DC2019-10-0013 Annex I-3 of DC2019-10-0013 Annex I-4 of DC2019-10-0013 Annex I-5 of DC2019-10-0013 Annex I-6 of DC2019-10-0013
2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (except for Biomass) For Solar Rooftop and Solar Microgrids: Location/Sketch Map of the Project Area showing a point in PRS'92 geographic coordinates	Area Clearance issued by the Department of Energy through the Pre-Application Process Provided by the Applicant
3. Notarized Undertaking on Multiple-Use of Energy 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 *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 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)
For Biomass Energy Only – Feasibility Study to include: a. Mass Energy Balance Diagram	Provided by the Applicant

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

markets stipulating the financial measures such as IRR, NPV, LCOE, among others. d. Management Aspect - Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor). e. Proofs or application to secure right of way, applicable social and environmental permits/clearances (e.g. LGU resolution of support, ECC, etc.) and agreements (e.g. interconnection agreement, power purchase agreement), and conduct relevant technical studies (e.g. geotechnical, System/Distribution Impact Study, Facility/Asset Study).	
C. Financial Requirements	
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.	Provided by the Applicant
2. Bank certification to substantiate the cash balance in the Audited FS or unaudited FS	Provided by the Applicant
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	Provided by the Applicant

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

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 c. In case of domestic parent company, the Letter of Guaranty should be duly notarized. 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	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant fills-out the form, upload the complete documentary requirements, and submits thru the EVOSS System	1.1 Concerned REMB Division checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the RE Project within three (3) working days(*) *If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day			Chief, Concerned REMB Division Chief, ITMS-ISD
	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	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

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

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

	recommendation to the REMB Director.			
	4.3.1 If passed, EVOSS notifies ITMS to prepare the Contract Map and Concerned REMB Division prepares the RE Contract, COR and Memorandum recommending the Award to LS 4.3.2 If the application failed the evaluation, Concerned REMB Division thru EVOSS notifies the Applicant to rectify the submission within ten (10) working days. *Note:* *If the applicant fails to rectify the submission within ten (10) working days, the application is deemed abandoned*			Chief, Concerned REMB Division Director, REMB Director, ITMS
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	Chief, Concerned REMB Division, Director, REMB Director, LS Director, FS
	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
	6.2.1 If the Secretary signed the RE contract, Concerned REMB Division thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days Note: If applicant fails to pay the signing fee within fifteen (15) calendar days, RE application is deemed abandoned.		1 Calendar Day	Chief, Concerned REMB Division

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

	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.			
Total Number of Days			**31 Calendar Days**	

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

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Complex Transaction
Type of Transaction:	Government to Business
Who may avail:	Renewable Energy (RE) Developers that are fully compliant with material obligations stipulated in the RE Contract

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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 *Note: RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for issuance of endorsement letter/s*	2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days *If not acted within three (3) working days, EVOSS System notify the RE Developer of the issuance of the Deemed Complete Certificate and notify Concerned REMB			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.	None		
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.			Chief, Concerned REMB Division

	3.1.1. If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1). Concerned REMB Division conducts the evaluation.			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If the submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission			
	3.2. Concerned REMB Division prepares the Endorsement Letter/s and endorses to the REMB Director	None	2 Calendar days	Chief, Concerned REMB Division
	3.2.1. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval.			
	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			
Total Number of Days		**5 Calendar Days**		

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

Office of Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail	RE Developer with valid RE Contract awarded under the RE Act and are currently in Development and Commercial / Operational Stage

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. A duly accomplished and sworn application with emphasis on service record;	EVOSS
2. Endorsement from the RE Developer;	Provided by Applicant
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	
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	2.1Concerned 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. Concerned REMB Division prepares the Billing Statement through https://comsv2.doe.gov.ph/. Accounting Division prepares the Order of Payment and			Chief / Designated Authority, Concerned REMB Division

	send it to the client's email. The same will be uploaded by the Concerned REMB Division.			
	2.1.1 If the submission is complete the Concerned REMB Division prepares the Billing Statement through https://comsv2.doe.gov.ph/. Accounting Division prepares the Order of Payment and send it to the client's email. The same will be uploaded by the Concerned REMB Division within one (1) working day. EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.			
	2.1.2 If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission.			

3. RE Developer submits thru the EVOSS system the updated application *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	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. Concerned REMB Division prepares the Billing Statement through https://comsv2.doe.gov.ph/. Accounting Division prepares the Order of Payment and send it to the client's email. The same will be uploaded by the Concerned REMB Division.			Chief / Designated Authority, Concerned REMB Division
	3.1.1 If the submission is complete the Concerned REMB Division prepares the Billing Statement through https://comsv2.doe.gov.ph/.			

	Accounting Division prepares the Order of Payment and send it to the client's email. The same will be uploaded by the REMB Division within one (1) working day. **EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days**			
	3.1.2 If not complete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
4. RE Developer pays thru the DOE Cashier or other modes of payment and uploads the proof of payment. RE Developer sends the proof of payment to coms@doe.gov.ph in the same email thread of the Order of Payment. *Note:* *If failure to pay within five (5) working days, the*	4.1 If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day.	Application Fee - Php 550.00		Chief / Designated Authority, Concerned REMB Division

RE Developer will receive notification of deemed abandoned				
	4.1.1 If payment is valid, EVOSS creates the deliverables in EVOSS and sets DOE time to START (Start of Day 1)			
	4.1.2 If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the payment within two (2) working days.			
5. RE Developer rectifies the proof of payment and uploads it. RE Developer sends the proof of payment to coms@doe.gov.ph in the same email thread of the Order of Payment. *Note:* *If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned*	5.1 If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been rectified. Concerned REMB Division validates the proof of payment within 1 working day.			Chief / Designated Authority, 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 / Designated Authority, 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 and endorses to the REMB Director			Chief / Designated Authority, Concerned REMB Division
	5.4 REMB Director acts on the Application		5 Calendar Days	Director, REMB
	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	Chief / Designated Authority, Concerned REMB Division

	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.			
Total Number of Days			**11 Calendar Days**	

Revision of Work Program

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who may avail:	RE Developers with valid RE Contracts awarded under the RE Act

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	

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		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 *three (3) working days* * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS 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	None		
3. RE Developer submits thru the EVOSS system the updated application	3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.			*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			

	thru EVOSS notifies the RE Developer to update the submission *The process continues until such time that the RE Developer submits the complete documents.			
	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	*Chief, Concerned REMB Division* *Director, REMB* *Director, LS* *Director, FS*
	3.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations	None	2 Calendar days	*Chief, Concerned REMB Division* *Director, REMB*
	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			

4. RE Developer submits thru the EVOSS system the rectified application documents *Note:* *If failure to rectify within 14 calendar days, the RE Developer will receive notification of disqualification*	4.1. EVOSS notifies Concerned REMB Division thru a system generated email that application has been rectified. Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable		2 Calendar days	*Chief, Concerned REMB Division* *Director, REMB* *Director, LS* *Director FS*
	4.1.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary			*Chief Concerned REMB Division* *Director, REMB*
	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	None	2 Calendar days	*Director, Legal Services*
	4.3. Assistant Secretary acts on the recommendation		2 Calendar days	*Office of the Assistant Secretary*
	4.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary			*Chief, Concerned REMB Division*
	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	*Office of the Undersecretary*
	4.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter		1 Calendar day	*Chief, Concerned REMB Division*
	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			
	4.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days			**16 Calendar Days**	

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

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who may avail:	Registered RE Developer *Pursuant to Section 15(b) of RA 9513, within the first ten (10) years upon the issuance of a Certification of Registration*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	2.1. Concerned REMB Division checks the completeness and consistency of the submission within *three (3) working days* * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned			*Chief, Concerned REMB Division*

	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*

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

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

	5.2.2. If failed the technical evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.3. LS conducts the evaluation and concurs on the Memorandum to the Undersecretary.		5 Calendar days	*Director, Legal Services* *Chief, RELSD*
	5.4. Assistant Secretary acts on the recommendation.		3 Calendar days	*Office of the Assistant Secretary*
	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	*Office of the Undersecretary*
	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	*Chief, Concerned REMB Division* *Director, REMB*
	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	*Chief, Concerned REMB Division*
	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			
Total Number of Days			**22 Calendar Days**	

Assignment/Transfer of Renewable Energy Service Contract

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who may avail:	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-á-vis work and financial commitments under the approved Work Program/Plan	

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

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

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

	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 *Note:* *If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned*	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	*Chief, RELSD* *Director, LS*
	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, 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	*Office of the Undersecretary*
	6.5.1. If approved, Concerned REMB Division endorses the			*Chief, Concerned REMB Division*

	recommendation to the Secretary.			
	6.5.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of the assignment of RE Contract.			
	6.6. Secretary acts on the recommendation		7 Calendar days	*Office of the Secretary*
	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	*Chief, Concerned REMB Division*
	6.6.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and FS of the Disapproval of assignment of RE Contract.			
	6.7. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the			

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

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 2. Supporting documents to the justification on grounds for termination **Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination*	RE Developer

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 Deemed Complete	None		*Chief, Concerned REMB Division*

	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	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, LS, and FS to conduct evaluations.			*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 thiry (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer of the incomplete submission and system generated email of the notice of disqualification.			
	3.1.3. Concerned REMB Division conducts simultaneous Technical, Legal, and Financial Evaluations.		10 Calendar Days	*Chief, Concerned REMB Division* *Director, REMB* *Director, LS* *Director, FS*
	3.1.4. Concerned REMB Division consolidates the results of evaluation		5 Calendar Days	*Chief, Concerned REMB Division* *Director, REMB*
	3.1.5. If qualified, Concerned REMB Division thru the REMB Director endorses the recommendation to the LS Director for concurrence			
	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	*Director, LS*

	3.3. Assistant Secretary acts on the recommendation		3 Calendar Days	*Office of the Assistant Secretary*
	3.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	None		*Chief, Concerned REMB Division*
	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	*Office of the Undersecretary*
	3.4.1. If approved, Concerned REMB Division endorses the recommendation to the Secretary			*Chief, Concerned REMB Division*
	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	*Office of the Secretary*

	3.5.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS, and FS on the approval and uploads a copy of the Letter approving the RE Contract Reinstatement		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		
Total Number of Days		**31 Calendar Days**		

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

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

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

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. **Project Area/Site** – an RE project area/site subject to Area Verification. 2. **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. 3. **TD_FORM.xls*** - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. 4. **Computation of Area** - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.	* - The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms) Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls
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			
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)	None		Chief, ITMS-ISD
	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	3.1 ITMS-ISD 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.			Chief, ITMS-ISD
	3.1.1 If submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1).			

	ITMS-ISD conducts area verification			
	3.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	3.2 ITMS-ISD conducts area verification		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			
Total Number of Days		**17 Working Days**		

Transition from Pre-Development to Development Stage

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD), Geothermal Energy Management Division (GEMD), and Solar and Wind Energy Management Division (SWEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Renewable Energy (Hydro, Ocean, Geothermal, Solar[1], 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 https://www.doe.gov.ph/sites/default/files/pdf/issuances/dc2019-10-0013-annex-i.PDF
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 *Template maps are provided in the EVOSS Downloadable Forms*

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

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

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

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in the EVOSS System associated to the Company		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*			*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			
3. RE Developer 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 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, ITMS and LS to conduct evaluations.			

	3.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)	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	*Chief, Concerned* REMB *Division* *Director, REMB* *Director, LS,* *Director, ITMS*
	3.3 Concerned REMB Division consolidates all the evaluation results			*Chief, Concerned* REMB *Division* *Director, REMB*

	3.3.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the memorandum for the Secretary thru the REMB Director on the approval of the application. EVOSS system notifies ITMS to prepare the Production Area Map.	None	2 Calendar Days	*Director, ITMS*
	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	*Chief, Concerned* REMB *Division* *Director, REMB* *Director, LS,* *Director, ITMS*
	4.2 Concerned REMB Division consolidates the evaluation results		2 Calendar Days	*Chief, Concerned* REMB *Division*
	4.2.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the			*Chief, Concerned* REMB *Division* *Director, REMB,*

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

	5.5.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			
	5.6 Undersecretary acts on the recommendation		2 Calendar Days	Office of the Undersecretary
	5.6.1 If concurred, Concerned REMB Division endorses to the Secretary for consideration			
	5.6.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval	None		*Chief, Concerned* REMB *Division*
	5.7 The Secretary acts on the recommendation		7 Calendar Days	Office of the Secretary
	5.7.1 If approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC)			*Chief, Concerned* REMB *Division*
	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	*Chief, Concerned REMB Division*
	5.9 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.			
Total Number of Days		**31 Calendar Days**		

Issuance of Endorsement to Purchase/Transfer/Move Explosives

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

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 *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			*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*

	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			
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, Concerned REMB Division notifies the Applicant of the incomplete submission*			
4. RE Developer pays thru the DOE Cashier or other modes of payment *Note:* *If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned*	4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted. Concerned REMB Division validates the proof of payment within one (1) working day	Application Fee - Php 750.00		*Chief, Concerned REMB Division*
	4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)			
	4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the			

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

	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	*Chief, RELSD* *Director, LS*
	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	*Director, REMB*
	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	*Chief, Concerned REMB Division*

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

GEOTHERMAL ENERGY MANAGEMENT DIVISION (GEMD)

PROCESSES

1. Notice of Intention to Drill (NID)

Notice of Intention to Drill (NID)

Office or Division:	Renewable Energy Management Bureau Geothermal Energy Management Division (REMB-GEMD)
Classification:	Highly Technical 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		*Chief, REMB-GEMD*
	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	3.1. REMB-GEMD checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation.			
	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	*Chief, REMB-GEMD*
	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	*Director, REMB*
	3.3.1. If REMB Director approved the application, REMB-GEMD uploads thru the EVOSS a copy of the Approved Application		1 Calendar Day	*Chief, REMB-GEMD*
	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			
Total Number of Days				**10 Calendar Days**

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".

Office or Division:	Renewable Energy Management Bureau (REMB) - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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.			
2. Applicant re-submits the updated documentary requirements *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the Applicant will*	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 *Note:* *If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated. 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 *Note:* *If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.*	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/inspection.			
	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 *Note:* *If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.*	6.1 BEMD confirms schedule of 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 *Note:*	7.1 BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant, for		2 Calendar Days	Chief, BEMD

If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.	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.		2 Calendar Days	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.			
	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

8. Applicant submits the duly signed and notarized Annex A *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	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 Construction).		1 Calendar Day	
	8.1.2 If not acceptable BEMD notifies the Applicant of the incomplete submission.			
9. Applicant submits the rectified Annex A *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	9.1 BEMD acts on the submitted 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 Accreditation (COA) (for Construction).			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			

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

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

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

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO 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	- Concerned LGU - SRA for bioethanol production - PCA for biodiesel production - Department of Environment and Natural Resources (DENR)
9. Secretary's Certificate	Provided by Applicant
10. Proof of Payment of filing fees	Provided by Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.*	3.1 If payment has been made, 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 *Note:* *If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). 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 *Note:* *If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.*	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 *Note:* *If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.*	6.1 BEMD confirms schedule of 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

completion of activity and product quality *Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	and endorses to ERTLS for laboratory analysis.			
	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 Applicant 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 Accreditation (COA) (for Commercial Operations) of the Applicant, for approval of the REMB Director.		2 Calendar Days	

	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 *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	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 *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.* *.*	9.1 BEMD acts on the submitted 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 Accreditation (COA) (for Commercial Operations).			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			
10. Applicant picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations).				
Total Number of Days			**29 Calendar Days**	

Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

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

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO 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	- Concerned LGU - SRA for bioethanol production - PCA for biodiesel production
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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). 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 *Note:* *If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	5.1.1 If qualified, BEMD 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.			Chief, BEMD
6. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling *Note:* *If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.*	6.1 BEMD confirms schedule of 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	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample		1 Calendar Day	Chief, BEMD

of completion of activity and product quality *Note:* *If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	and endorses to ERTLS for laboratory analysis.			
	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 Applicant 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 Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.		2 Calendar Days	
	7.4 BEMD acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA)		2 Calendar Days	Director, REMB Chief, BEMD

	(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 *Note:* *If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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).				
Total Number of Days			**29 Calendar Days**	

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

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

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	A duly accredited biofuel producer engaged 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 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. *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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.			
3. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days *Note:* *If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.*	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 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 RE Developer to rectify the payment within two (2) working days.			
4. RE Developer rectifies the proof of payment *Note:* *If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the 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 *Note:* *If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.*	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 biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. *Note:* *If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.		1 Calendar Day	Chief, BEMD
	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.			ERTLS
	7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).		1 Calendar Day	Chief, BEMD
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of		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 *Note:* *If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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.			

9. RE Developer submits the rectified Annex A *Note:* *If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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).				
Total Number of Days			**29 Calendar Days**	

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".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	A duly-accredited biofuel producer engaged 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 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 - Certified true copy of Certificate of Registration with the Securities and Exchange Commission (SEC) - Business Permit - Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable - Bureau of Internal Revenue (BIR) Registration - Environmental Compliance Certificate	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	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.*	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 4,350.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1). 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. *Note:* *If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the 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 *Note:* *If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	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.		2 Calendar Days	Undersecretary Chief, BEMD
	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		7 Calendar Days	Office of the Secretary Chief, BEMD
	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			

	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 *Note:* *If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.*	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".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the Applicant will*	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 *Note:* *If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). LS conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).			
	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 *Note:* *If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.*	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 *Note:* *If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.*	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/ inspection and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD

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

	7.4 REMB Director acts 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 *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	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 *Note:* *If failure to upload within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	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".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the Applicant will*	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 validated (Start of Day 1).			

receive notification of deemed abandoned.	LS conducts legal evaluation.			
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
4. RE Developer rectifies the proof of payment *Note:* *If failure to rectify within two (2) working days, the* RE Developer *will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the 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 *Note:* *If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.*	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 *Note:* *If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.*	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and virtual 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 *Note:* *If failure to submit within ten (10) working days, the Applicant will receive notification of deemed abandoned.*	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.		1 Calendar Day	Chief, BEMD
	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.			ERTLS
	7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).		1 Calendar Day	Chief, BEMD
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.		2 Calendar Days	

	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 *Note:* *If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	8.1 BEMD acts on the submitted document within one (1) working day.			
	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	Chief, BEMD
	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 *Note:* *If failure to upload within thirty (30) working days, the Applicant will receive notification of deemed abandoned.*	9.1 BEMD acts on the uploaded rectified document within one (1) working day.			
	9.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.			Chief, BEMD
	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."

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	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 *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			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 *Note:* *If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.*	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). LS conducts Legal evaluation			
	4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).			
5. RE Developer submits the rectified documentary requirements *Note:* *If failure to rectify within ten (10) working days, the Applicant will*	5.1 LS re-evaluates the Applicant's rectified submission.		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 *Note:* *If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.*	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 *Note:* *If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.*	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.		1 Calendar Day	Chief, BEMD

	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.			ERTLS
	7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).		1 Calendar Day	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 Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to LS.			
	7.4.2 If not approved REMB Director returns to BEMD for further action.			

	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.		7 Calendar Days	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.			
	7.8.2 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.				
Total Number of Days			**28 Calendar Days**	

Pre-Application Process for Biomass Operating Contract Application

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

Office or Division:	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	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	*REMB-BEMD*
Total Number of Days			**3 Working Days**	

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. *Note:* *Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned*	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. *Note:* *If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.*	3.1. If payment has been made, NREB-TSMD validates the proof of payment within one (1) working day.	PhP 5,000.00 Processing Fee		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. *Note:* *If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.*	4.1. If payment is rectified, NREB-TSMD validates the proof of payment within one (1) working day.			Chief, 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. Issuance of Certificate of Endorsement for Point-To-Point Limited Transmission Facilities for Generation Facilities	5 Calendar Days	Simple Transaction
2. Issuance of Certificate of Endorsement to Department of Justice (DOJ) for Non-Immigrant Visa Application	10 calendar days	Complex Transaction
3. Issuance of Letter of Endorsement to the Department of Agrarian Reform (DAR) for Land Use Conversion	5 calendar days	Simple Transaction
4. Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Generation Projects	5 calendar days	Complex Transaction
5. Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects	5 calendar days	Complex Transaction

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

Power Market Development Division (PMDD)

10. Processing and Evaluation of Application for Direct Connection ***(ISO Certified)***	50 calendar days	Complex Transaction

Rural Electrification Administration and Management Division (REAMD)

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

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

Office or Division:	Power Planning Development Division - Transmission and Distribution Development and Monitoring Section (PPDD-TDDMS)
Classification:	Simple Transaction
Type of Transaction:	Generation-2-Business
Who May Avail:	Generation Companies' compliance to the requirements of ERC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 of 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	*Director, LS*
	2.6. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review		1 Calendar Day	*Concerned LS Division*
	2.7. LS-OD review of COE and endorses to EPIMB		1 Calendar Day	*Concerned LS Division*
	2.8. PPDD prepares the letter of transmittal to the applicant		1 Calendar Day	*Staff/Chief PPDD*
	2.9. Review and approval of the EPIMB Assistant Director		1 Calendar Day	*Assistant Director, EPIMB*
	2.10.Review and signing of the COE by the EPIMB Director and transmittal to PPDD		1 Calendar Day	*Director, EPIMB*
	2.11.Uploading of signed letter and COE to EVOSS			*PPDD Staff*
Total Number of Days			**10 Calendar Days**	

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

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDMS)
Classification:	Simple Transaction
Type of Transaction:	Generation-2-Business
Who May Avail:	Generation Companies compliance to the requirements of DAR

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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;	*To be provided by the Client*
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	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	*Staff, Power Planning Development Division*
2. Waiting on PPDD evaluation	2.1. If the document is already complete proceed to evaluation / assessment if approved or disapproved.		1 Calendar Day	

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

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

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
Classification:	Complex Transaction
Type of Transaction:	Generation-2-Business
Who May Avail:	Generation and 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 indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;	*To be provided by the Client*
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	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 Working Days	*Staff, Power Planning Development Division*

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

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

Office or Division:	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section
Classification:	Complex Transaction
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	*Assistant Director, EPIMB*
	2.5. Review, approve and sign letter of endorsement to NCIP.		1 Calendar Day	*Director, EPIMB*
	2.6. Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.			*Staff, PPDD*
3. Claim Endorsement to NCIP				*Client*
Total Number of Days			**5 Calendar Days**	

Certificate of Endorsement to the Philippine National Police (PNP)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Generation Companies 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;	*To be provided by the Client*
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.			*Staff, PPDD*
3. Claim signed Endorsement to PNP				*Client*
Total Number of Days			**5 Calendar Days**	

Endorsement to the Board of Investments (BOI)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Generation Companies engaging in power generation requesting registration with to avail incentives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Note: *The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.* *For coal power projects, it must satisfy the requirements of coal moratorium advisory.*	*To be provided by the Client*
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);	*To be provided by the Client*
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.	
10.2.2Notarized 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.	*To be provided by the Client*
10.3. For the Financier of the Project	
10.3.1 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the amount of Financial Assistance / to be provided.	

CLIENT STEPS	AGENCY ACTIONS	FEES 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	*Staff, Power Planning Development Division*
	2.2. Preparation of letter of endorsement to BOI		1 Calendar Day	*Staff, Power Planning Development Division*
	2.3. Review and endorsement, edit if needed.		1 Calendar Day	*Chief, PPDD*
	2.4. Review and endorsement, edit if needed.		1 Calendar Day	*Assistant Director, EPIMB*
	2.5. Review, approval and signing.		1 Calendar Day	*Director, EPIMB*
	2.6. Uploading in the EVOSS System of the signed Certificate of endorsement to BOI. End of process.		1 Calendar Day	*Assigned Staff, PPDD*
3. Claim signed Endorsement to BOI				*Client*
Total number of Days			**7 Calendar Days**	

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

Office or Division:	Power Planning Development Division- Power Generation and Supply Development and Monitoring Section PPDD-PGSDM)
Classification:	Complex Transaction
Type of Transaction:	Government to Business
Who May Avail:	Generation Companies with power projects that are ready for commissioning

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Note: *The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.* *For coal power projects, it must satisfy the requirements of coal moratorium advisory.*	
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, whether:	*To be provided by the Client*
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: a. Certification that the unit is already unreadable and providing the information in the nameplate photograph; or b. Copy of the manufacturer's booklet containing the specifications in the nameplate.	
4.4. Computation in converting the said generator rating per unit, from Mega-Volt Ampere (MVA) to Megawatt (MW), in three (3) decimal places;	
4.5. For Solar power projects, include also the computation in converting the Wp to MWp, in three (3) decimal places.	
4.6. For ESS projects, also include the computation for the battery capacity in terms of MWh.	
4.7. Summary of the nameplate / rating capacities per unit, in three (3) decimal places, if multiple generators, with the total capacity;	
4.8. Exact location of the power plant including the barangay, municipality, and province; For consistency of information, if	

the location is within highly urbanized city, kindly cite the province where the city is geographically located.	
4.9. For New Power Plant: Target Commercial Operation Date; For Existing Power Plant: Commencement of Operation Date;	
4.10. Summary of Off taker/s of the Electric Output with corresponding capacity (no need to provide if the power plant is already operational);	
4.11. Engineering, Procurement, and Construction (EPC) Contractor (no need to provide if the power plant is already operational);	
4.12. Jobs Generated during Construction and During Operation (current number of employees if the plant is already operational);	
5. Proof of Financial Closing, whichever is available (no need to provide if the power plant is already operational):	*To be provided by the Client*
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:	

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

9. Notarized Certificate of Assumption of Accountability (applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company names as the case may be);	
10. Copy of the Power Supply Agreement (PSA) with Off taker/s filed before the ERC / Copy Generation rate application filed before the ERC / Copy of the Board Resolution allowing the filing of the generation rate to ERC/Ancillary Services Purchase Agreement, or any equivalent document;	
11. For Leased Generating Facilities, provide Notarized Lease / Rental Agreement between the operator and the owner of the generating units;	
12. Certification of the location of the powerhouse.	
13. Copy of the Provisional Authority to Operate from the ERC.	
14. Additional for ERC Certificate of Compliance Renewal.	*To be provided by the Client*
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	*Staff, PPDD*
	4.2. Review and endorsement, edit if needed.		1 Calendar Day	*Senior SRS and Chief, PPDD*
	4.3. Review and endorsement, edit if needed.		1 Calendar Day	*Assistant Director, Electric Power Industry Management Bureau*
	4.4. Review, approval and signing.		1 Calendar Day	*Director, EPIMB*
	4.5. Uploading in the EVOSS System of the signed COE to ERC. End of process.			*Staff, PPDD*
5. Claim signed COE to ERC				*Client*
Total Number of Days			**12 Calendar Days (*inclusive of 5 Calendar Days for the NTP)**	

Clearance to Undertake System Impact Study (SIS)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Generation Companies conducting feasibility study/due diligence in preparation for their generation power project

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Note: For coal power projects, it must satisfy the requirements of coal moratorium advisory.	
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;	*To be provided by the Client*
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	
3.8. Additional for Renewable Energy Power Projects	
3.9. Endorsement of Renewable Energy Management Bureau (Notice to Proceed);	DOE – Renewable Energy Management Bureau

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

POWER MARKET DEVELOPMENT DIVISION (PMDD)

PROCESSES

1. Processing and Evaluation of Application for Direct Connection ***(ISO Certified)***

Processing and Evaluation of Application for Direct Connection

Note: *This process is ISO Certified.*

To process and evaluate the application of Energy-Intensive End-users seeking Direct Connection pursuant to the DOE Department Circular No. DC2020-01-0001.

Office or Division:	Power Market Development Division (PMDD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business, Government-2-Government
Who may avail:	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 *One (1) scanned copy, pdf format*	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 *One (1) scanned copy, pdf format*	Franchised Distribution Utility in the area
3. Corporate Business Profile including copy of: • Certified True Copy of Business Permit; • Certified True Copy of SEC Registration or latest BIR Form 2316; *One (1) scanned copy, pdf format*	Local Government Unit, Bureau of Internal Revenue, Securities and Exchange Commission
4. Secretary's Certificate designating authorized representative *One (1) scanned copy, pdf format*	To be provided by the Applicant
5. Copy of two (2) valid IDs of the authorized representative *One (1) scanned copy, pdf format*	
6. Brief description of proposal *One (1) electronic copy, pdf format*	

7. Location map of facility for which direct supply is sought, including nearest TNP or DU substation *One (1) electronic copy, pdf format*	
8. Power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information *One (1) electronic copy, pdf format*	
9. Certificate from the TNP and its Technical Assessment 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 *One (1) scanned copy, pdf format*	Transmission Network Provider
10. Supplemental document/s as may be applicable • Signed agreement conforming with the recommendation of the TNP in case of relevant technical findings, including commitment to undertake funding for infrastructure requirements • Existing proof of connections with Distribution Utility *One (1) scanned copy, pdf format*	Transmission Network Provider / Distribution Utility
11. Duly accomplished application online form	EVOSS Portal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements	1. Checking of completeness of application with documentary requirements		3 working days	*Staff, PMDD-EPIMB*
	2. Create Billing Statement		1 working day	*Division Chief, PMDD-EPIMB*
	3. Upload Order of Payment for the processing fee			*Staff, PMDD-EPIMB*

2. Payment of Processing Fee and submitting proof of payment online		Processing Fee Php 7,800.00	5 working days	*Applicant*
	1. Validation of payment and acceptance of receipt		2 working days	*Treasury*
	2. Scheduling of Site inspection		1 calendar day	*Staff, PMDD-EPIMB*
3. Confirmation of the schedule of site inspection			5 working days	*Applicant*
	1. Actual Site Inspection excluding travel time		1 calendar day	*PMDD-EPIMB*
	2. Review and evaluation of the application		18 calendar days	*PMDD-EPIMB*
	3. Review and signing of the Complete Staff Work and Memorandum to Secretary endorsing the EPIMB's recommendation on the application		6 calendar days	*Office of the Director and Asst. Director Director, EPIMB*
	4. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		3 calendar days	*Assistant Secretary of EPIMB*
	5. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		4 calendar days	*Undersecretary of EPIMB*

	6. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		5 calendar days	*Power Legal Services Division/Legal Services*
	7. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		3 calendar days	*Undersecretary of the Legal Services*
	8. Secretary's Approval or Disapproval of the EPIMB's recommendation/signing of the decision letter & 9. Transmittal to EPIMB of the signed decision letter		7 calendar days	*Secretary*
	10. Informing the applicant of the decision/uploading the decision letter in EVOSS/ ending the process		2 calendar day	*Staff, PMDD-EPIMB*
Total number of Days:	**50 Calendar Days**			

Note:

1. The 50 calendar days processing time are counted only based on the total number of days indicated as "calendar days" in the table above.
2. Calendar days refers to any day of the year including weekends and holidays.
3. Working days refer to weekdays (Monday to Friday) except holidays.
4. 50 Calendar days are observed for the processes corresponding to the actual evaluation including the site inspection, review, and approval/disapproval of the application, while the six (6) working days on the side of the DOE refers to the pre-evaluation processes.

RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION (REAMD)

PROCESSES

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

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

Office or Division:	Rural Electrification Administration and Management Division – Rural Electrification Promotion and Administration Section (REAMD-REPAS)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Microgrid System Provider

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	
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	Distribution Utility or National Power Corporation
5. Copy of MGSP Service Contract	To be provided by Applicant
Additional for ERC COC Renewal:	
1. Copy of the ERC Certificate of Compliance (COC);	
2. Certification of new rated capacity (if applicable)	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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*

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

	2.4 Prepare the MGSP-COE		3 Calendar Days	*Staff, REAMD*
	2.5 Review and endorse the MGSP-COE			*Chief, REAMD*
	2.6 Review and endorse the MGSP-COE			*Assistant Director, EPIMB*
	2.7 Approve and sign the MGSP-COE			*Director, EPIMB*
3. Claim signed Endorsement	3.1. Release/upload the signed MGSP-COE			*REAMD Assigned Staff / Client*
Total number of Days		**7 Calendar Days (For Non-RE Projects)**		
		12 Calendar Days (For RE Projects) *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. Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	3 Working Days	Simple
2. Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	7 Working Days	Complex
3. Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	7 Working Days	Complex
4. Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	7 Working Days	Complex
5. Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	7 Working Days	Complex
6. Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP) ***(ISO Certified)***	3 Working Days	Simple

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

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

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

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

Alternative Fuels and Energy Technology Division (AFETD)

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

Energy Efficiency & Conservation Public Sector Management Division (EPSMD)

PROCESSES	DURATION	CLASSIFICATION
20. Energy Audit Services: Preliminary Energy Audit ***(ISO Certified)***	7 Working Days	Complex
21. Application Process for Recognized Training Institution Accreditation	7 Working Days	Complex
22. Application Process for Solar PV Installer Registry	20 Working Days	Highly Technical

EUMB - Electric Vehicle Industry Management Division (EVIMD)

PROCESSES	DURATION	CLASSIFICATION
23. Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS	7 Working Days	Complex

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

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

PROCESSES

1. 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, aligned with 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:	All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under 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. PELP Online Registration Forms a. Application Form for Company Registration under the PELP b. Undertaking to Abide by the Terms and Conditions of the PELP	Department of Energy (template form available at the PELP System: https://doe.gov.ph/pelp?q=pelp/pelp-downloadable-forms-templates (https://pelp.doe.gov.ph)

c. (Including Supporting Documents (e.g. Board Resolution and Secretary Certificate)) d. Letter of Authorization for PELP Compliance Representative e. Product Inventory Report	
2. Certified True Copy of Business Registration Documents: a. Business Registration Certificate: • *For Sole Proprietorship:* Certificate of Business Name Registration issued by the Department of Trade and Industry • *For Corporation/Partnership:* Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission • *For Cooperative: CDA* Certificate of Registration from the Cooperative Development Authority b. Partnership Agreement (including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary) *(Applicable only for companies with designated 3rd party PCR/PPACR)* c. Permit to Operate issued by the local government unit d. BIR Registration 3. Certified True Copy of Payment-related Documents, marked by the Company a. Billing Statement/Order of Payment b. Proof of Payment/Official Receipt *Note: For online submission, each document file for uploading must not exceed 10 MB.*	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 Applicant Local Government Unit Bureau of Internal Revenue DOE-EPRED/Department of Energy – Accounting Division (DOE-AD) 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 (online) through the PELP System (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment at the at the DOE-AD at the DOE Office.	1. The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS1/ Admin VI)* • *DOE-AD*

2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.	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, or from DOE-TD at the DOE Office (for physical transaction)	PhP 1,600.00	N/A	• *DOE-TD* • *DOE-EPRED PELP* *Evaluator I* (SRS I/ Admin VI)*
Application Process				
3. The applicant fills out the online registration form, together with the documentary requirements specified above, through the PELP System using the link sent through email. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other documentary requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time,*	1. DOE-EPRED acknowledges the receipt of application through email and evaluates the completeness and correctness of the submitted documents. If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission	N/A	Two (2) Working Days	• *DOE-EPRED PELP* *Evaluator II* (SRS I/ SRSII /Sr. SRS)*

and the application will be subjected to re-evaluation.	of the required document and/or data.			
	2. If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the company in the PELP Company Registry. DOE-EPRED notifies the applicant with the approval of the application together with the temporary credentials for their PELP Account through email.	N/A	One (1) Working Day	• *DOE-EPRED PELP* *Evaluator III* (Chief SRS/ Officer-In-Charge**)
Total Number of Days			**Three (3) Working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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, aligned with 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) who 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 applicable to both company-owned and third-party laboratories.	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.

Note: • *The validity of Test Report shall be one (1) year from the date of issuance* • *Test reports from ISO 17025 Accredited facilities abroad are acceptable*	b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
2. Certified true copy of Certificate of ISO 17025 Accreditation or Proof of Ongoing Application for Accreditation of the Laboratory that conducted and provided the submitted Test Report.	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
3. Certified true copy of Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards, as stated in the Implementing Guidelines for Air Conditioners. *Note: Maximum size for uploading of documents per field is 10 MB.*	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
4. Product Specifications (with photos) Note: Maximum size for uploading of images per field is 5MB.	Applicant
5. Duly accomplished Product Registration Online Form for Air Conditioners	Applicant (Template Form available at the PELP System during Product Registration)
6. Company's Certified True Copy of the Declaration of Generic Models	
7. Payment-related Documents • Billing Statement/Order of Payment • Proof of Payment/Official Receipt	a. DOE-EPRED/DOE-AD b. Bank or Online Payment Facility/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**
Pre-application Process				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Accounting Division (DOE-AD).	1. The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of the proof of payment/ Official Receipt (OR) through email.	1. The DOE issues the OR to the applicant through e-mail (for online transaction) or at the DOE-Treasury Division (DOE-TD) (for physical transaction)	PhP 300.00 per product model	N/A	• *DOE-TD* • *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)*
Application Process				

3. The applicant fills out the Product Registration Form (online) through the PELP System (*https://pelp.doe.gov.ph*) and uploads the requirements specified in the above Checklist. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	1. DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 2. 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.	None	Six (6) Working Days	• *DOE-EPRED PELP* *Evaluator II* (SRS I / SRS II / Sr. SRS) *
	3. If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the registered product model in the PELP Product Registry. DOE-EPRED shall inform the applicant of the approval of their product registration		One (1) Working Day	• *DOE-EPRED PELP* *Evaluator III* (Chief SRS/ Officer-In-Charge**)

	application through email.			
Total Number of Days			**7 working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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, aligned with 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) who 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	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.

requirement is applicable to both company-owned and third-party laboratories. *Note:* • *The validity of Test Report shall be 18 months from the date of issuance* • *Test reports from ISO 17025 Accredited facilities abroad are acceptable*	b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
2. Certified true copy of Certificate of ISO 17025 Accreditation or Proof of Ongoing Application for Accreditation of the Laboratory that conducted and provided the submitted Test Report.	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
3. Certified true copy of Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards, as stated in the Implementing Guidelines for Refrigerating Appliances. *Note: Maximum size for uploading of documents per field is 10 MB.*	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
4. Product Specifications (with photos) *Note: Maximum size for uploading of images per field is 5MB.*	Applicant
5. Duly accomplished Product Registration Online Form for Refrigerating Appliances	Applicant (Template Form available at the PELP System during Product Registration)
6. Company's Certified True Copy of the Declaration of Generic Models	
7. Payment-related Documents • Billing Statement/Order of Payment • Proof of Payment/Official Receipt	a. DOE-EPRED/DOE-AD b. Bank or Online Payment Facility/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**
Pre-application Process				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Accounting Division (DOE-AD).	1. The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of the proof of payment/ Official Receipt (OR) through email.	1. The DOE issues the OR to the applicant through e-mail (for online transaction) or at the DOE-Treasury Division (DOE-TD) (for physical transaction)	PhP 300.00 per product model	N/A	• *DOE-TD* • *DOE-EPRED PELP*

				Evaluator I (SRS I / Admin VI)*
Application Process				
3. The applicant fills out the Product Registration Form (online) through the PELP System (*https://pelp.doe.gov.ph*) and uploads the requirements specified in the above Checklist. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	1. DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 2. 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.	None	Six (6) Working Days	• *DOE-EPRED PELP* *Evaluator II* (SRS I / SRS II / Sr. SRS) *
	3. If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the registered product model in the PELP Product Registry.		One (1) Working Day	• *DOE-EPRED PELP* *Evaluator III* (Chief SRS / Officer-In-Charge **)

	DOE-EPRED shall inform the applicant of the approval of their product registration application through email.			
Total Number of Days			**7 working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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, aligned with 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) who 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	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.

(DOE-RTL). This requirement is applicable to both company-owned and third-party laboratories. *Note:* • *The validity of Test Report shall be one (1) year from the date of issuance* • *Test reports from ISO 17025 Accredited facilities abroad are acceptable*	b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
2. Certified true copy of Certificate of ISO 17025 Accreditation or Proof of Ongoing Application for Accreditation of the Laboratory that conducted and provided the submitted Test Report	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
3. Certified true copy of 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. *Note: Maximum size for uploading of documents per field is 10 MB.*	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
4. Product Specifications (with photos) *Note: Maximum size for uploading of images per field is 5MB.*	Applicant
5. Duly accomplished Product Registration Online Form for Television Sets	Applicant (Template Form available at the PELP System during Product Registration)
6. Company's Certified True Copy of the Declaration of Generic Models	
7. Payment-related Documents • Billing Statement/Order of Payment	a. DOE-EPRED/DOE-AD

• Proof of Payment/Official Receipt *Note: Maximum size for uploading of documents per field is 10 MB.*		b. Bank or Online Payment Facility/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 (online) through the PELP System Payment Module. (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Accounting Division (DOE-AD).	1. The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of the proof of payment/ Official Receipt (OR) through email.	2.1The DOE issues the OR to the applicant through e-mail (for online transaction) or at the DOE-Treasury Division (DOE-TD) (for physical transaction)	PhP 300.00 per product model	N/A	• *DOE-TD* • *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)*

Application Process				
3. The applicant fills out the Product Registration Form (online) through the PELP System (*https://pelp.doe.gov.ph*) and uploads the requirements specified in the above Checklist. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 3.2 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.	None	Six (6) Working Days	• *DOE-EPRED PELP Evaluator II* (SRS I / SRS II / Sr. SRS) *
	3.3 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the registered product model in the PELP		One (1) Working Day	• *DOE-EPRED PELP Evaluator III* (Chief SRS /Officer-In-Charge **)

	Product Registry. DOE-EPRED shall inform the applicant of the approval of their product registration application through email.			
Total Number of Days			**7 working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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 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, aligned with 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) who 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	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited.

laboratory recognized by the Department of Energy (DOE-RTL). This requirement is applicable to both company-owned and third-party laboratories. *Note:* • *The validity of Test Report shall be two (2) years from the date of issuance* • *Test reports from ISO 17025 Accredited facilities abroad are acceptable*	b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
2. Certified true copy of Certificate of ISO 17025 Accreditation or Proof of Ongoing Application for Accreditation of the Laboratory that conducted and provided the submitted Test Report	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
3. Certified true copy of Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards, as stated in the Implementing Guidelines for Lighting Products. *Note: Maximum size for uploading of documents per field is 10 MB.*	Testing laboratories: a. Company-owned or third-party laboratories that are ISO 17025-accredited. b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.
4. Product Specifications (with photos) *Note: Maximum size for uploading of images per field is 5MB.*	Applicant
5. Duly accomplished Product Registration Online Form for Lighting Products.	Applicant (Template Form available at the PELP System during Product Registration)

6. Payment-related Documents • Billing Statement/Order of Payment • Proof of Payment/Official Receipt *Note: Maximum size for uploading of documents per field is 10 MB*	a. DOE-EPRED/DOE-AD b. Bank or Online Payment Facility/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 (online) through the PELP System Payment Module. (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Accounting Division (DOE-AD).	1.1 The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of the proof of payment/ Official Receipt (OR) through email.	2.1 The DOE issues the OR to the applicant through e-mail (for online transaction) or at the DOE-Treasury Division (DOE-	PhP 300.00 per product model	N/A	• *DOE-TD* • *DOE-EPRED PELP*

	TD) (for physical transaction)			*Evaluator I* (SRS I / Admin VI)*
Application Process				
3. The applicant fills out the Product Registration Form (online) through the PELP System (*https://pelp.doe.gov.ph*) and uploads the requirements specified in the above Checklist. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 3.2 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.	None	Six (6) Working Days	• *DOE-EPRED PELP* *Evaluator II* (SRS I / SRS II / Sr. SRS) *
	3.3 If evaluated as complete and correct, DOE-EPRED		One (1) Working Day	• *DOE-EPRED PELP*

	shall approve the Application and include the registered product model in the PELP Product Registry. DOE-EPRED shall inform the applicant of the approval of their product registration application through email.			*Evaluator III* (Chief SRS/ Officer-In-Charge**)
Total Number of Days			**Seven (7) working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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 the issuance of the 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, aligned with 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:	All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) that would request for the issuance of the Energy Label 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. Duly accomplished Energy Label Request Form	Applicant (Template Form available at the PELP System: https://pelp.doe.gov.ph)

2. Payment-related Documents a. Billing Statement/Order of Payment b. Proof of Payment/Official Receipt *Note: Maximum size for uploading of documents per field is 10 MB.*	a. DOE-EPRED/DOE-AD b. Bank or Online Payment Facility/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 (online) through the PELP System Payment Module. *(https://pelp.doe.gov.ph)* In case the PELP System is not available, the Applicant shall request the Order of Payment from the DOE-AD 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-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	*DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of confirmation receipt through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or from DOE-TD at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	*DOE-TD* *DOE-EPRED PELP* *Evaluator I* (SRS I / Admin VI)*
Application Process				
3. The applicant fills out the Energy Label Issuance Online Form	3.1 DOE-EPRED evaluates the completeness	N/A	Two (2) Working Days	*DOE-EPRED PELP*

through the PELP System (https://pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist. *Note:* *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 3.2 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.			*Evaluator II* (SRS I / SRS II / Sr. SRS) *
Note: *The applicant shall download, print, and attach the Energy Label at the prescribed location, as stated in the PELP Implementing Guidelines.*	3.3 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.	N/A	One (1) Working Day	*DOE-EPRED PELP* *Evaluator III* (Chief SRS/ Officer-In-Charge**)
Total Number of Days			**Three (3) Working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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 are 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, aligned with 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:	All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request an issuance of through the PELP System. Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale. The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Energy Label Equivalent or COE Request Form	Applicant (Template Form available at the PELP System: https://pelp.doe.gov.ph)

2. Payment-related Documents a. Billing Statement/Order of Payment b. Proof of Payment/Official Receipt *Note: Maximum size for uploading of documents per field is 10 MB.*	a. DOE-EPRED/DOE-AD b. Bank or Online Payment Facility/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 (online) through the PELP System Payment Module. (*https://pelp.doe.gov.ph*) In case the PELP System is not available, the Applicant shall request the Order of Payment from the DOE-AD 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-AD, the DOE-AD issues the OoP directly to the Applicant.	N/A	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *DOE-AD*
2. The Applicant pays the registration fee and submits the certified true copy of confirmation receipt through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or or from DOE-TD at the DOE Office (for	PhP 300.00 per product model	N/A	• *DOE-EPRED PELP Evaluator I* (SRS I / Admin VI)*

	physical transaction)			• *DOE-TD*
Application Process				
3. The applicant fills out the Energy Label Equivalent or COE Online Form through the PELP System (*https://www.pelp.doe.gov.ph)* and uploads the requirements specified in the above Checklist. *Note:* • *In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.* • *Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.*	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification. 3.2 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.	N/A	Two (2) Working Days	• *DOE-EPRED PELP* *Evaluator II* (SRS I / SRS II / Sr. SRS) *

Note: • *The applicant shall download, print, and display the Energy Label Equivalent or COE at the prescribed location, as stated in the PELP Implementing Guidelines.*	3.3 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.	None	One (1) Working Day	• *DOE-EPRED PELP* *Evaluator III* (Chief SRS/ Officer-In-Charge**)
Total Number of Days			**Three (3) Working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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, aligned with 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:	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. 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. DOE-RTLs are institutionalized 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".

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Recognition of Testing Laboratory Registration Form	Applicant (Template Form available at the DOE Website: https://www.doe.gov.ph)

2. Payment-related Documents • Billing Statement/Order of Payment • Proof of Payment/Official Receipt	DOE-EPRED/DOE-AD Bank or Online Payment Facility/DOE-TD
3. Duly accomplished RTL Forms 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, including training certificates f. List of equipment, manuals of procedures and reference materials	Applicant (Template Form available at the DOE Website: https://www.doe.gov.ph and in the annexes of Department Circular No. DC2022-03-0005)
4. Certified True Copy of Business permit	Local Government Unit
5. Certified True Copy of BIR Certificate of Registration	Bureau of Internal Revenue
6. Certified True Copy of PAB Accreditation Certificate or proof of ongoing application for PAB accreditation	Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB)

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. *Note:* *Resubmission of documents will*	1.1 The DOE-EPRED acknowledges the receipt of application through email.	N/A	One (1) Working Day	• *DOE-EPRED RTL Evaluator I* (SRS I / Admin VI)*
	1.2 DOE-EPRED shall determine the completeness of the application documents and informs the		One (1) Working Day	• *DOE-EPRED RTL Evaluator II* (SRS I / SRS II / Sr. SRS) *

automatically reset the processing time and the application will be subjected to re-evaluation.	applicant of the result of the evaluation through email. 1.3 If submitted documents are incomplete, the DOE-EPRED requests for the resubmission of the required document and/or data. 1.4 If the evaluated documents are complete, DOE-EPRED shall inform the applicant to proceed with the payment process.			
2. The Applicant requests for an Order of Payment (OoP) through email 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-EPRED PELP Evaluator I* (SRS I / Admin VI)* • *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-	N/A	One (1) Working Day	• *DOE-EPRED PELP*

	site assessment of the testing facility.			*Evaluator II (SRS I / SRS II), Sr. SRS)**
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, or assigned Officer-in-Charge** / Supv. SRS/ Sr. SRS/ SRS II, SRS I)*, and Laboratory Technical Experts*
	4.2 DOE-EPRED shall prepare an Assessment Report. 4.3 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. 4.4 If assessed as compliant, the DOE-EPRED shall recommend the recognition of the testing facility to	N/A		• *DOE-EPRED RTL Assessment Team (SRS I / SRS II / Sr. SRS / Supv. SRS / Chief SRS or assigned Officer-in-Charge) **

	the EUMB Director.			
	4.5 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*
	4.6 DOE-EPRED notifies the applicant through email of the result of the application.	N/A		• *DOE-EPRED PELP Evaluator II* (SRS I / SRS II / Sr. SRS) *
Total Number of Days			**Twenty (20) Working days**	

** Regular Staff or equivalent outsourced personnel*
*** In the absence of the Chief SRS, the OIC is designated*

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: https://bit.ly/ESCO_Downloads
2. One (1) Certified True Copy of the Documents on Corporate Personality	Client/Applicant
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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/ESCO_Application	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 8th day.*				
	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.			
	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 GLSD shall send a memorandum to EPMPD recommending the further processing of the application, subsequently, the EPMPD will inform the applicant through email. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			*Staff, GLSD* *Staff, EPMPD* *Staff, AD*

	3.2 If the application failed the legal evaluation based on the endorsed documents from EPMPD, the GLSD 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.			
Note: *Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall endorse the documents to LS for re-evaluation.* *Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the denial of the application on the 8th 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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.		*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* *Staff, AD*
	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.			
5 Payment of the application fee *Note:* *The applicant must upload/submit their proof of payment to the identified online platform of the DOE.* *The applicant is given ten (10) working days to complete their payment.*	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 15,000		*Staff, EPMPD*

The EPMPD will send a reminder on the 5th day regarding their payment. *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*			2 Working Days	
	5.1.1 Application with valid proof of payment will be endorsed to the EUMB Director for the signing of their e-certificate.	N/A		*Staff, EPMPD*
	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. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	5.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			

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

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: https://bit.ly/DOE_DConCEA
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 DOE – Accounting Division (AD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to https://bit.ly/Apply_CEA	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	*Staff, EPMPD*
	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.			
	Unqualified applicant shall be notified of the denial of their application through email.			
	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 8th day.				
	2. Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	*Staff, EPMPD* *Staff, AD*
	1.2 If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	1.3 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.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment*	3.1. Acknowledgement and validation of the submitted proof of payment.	Php 1,000		*Staff, EPMPD*

within ten (10) working days, the EPMPD will nullify their application on the 11th day.				
	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	*Staff, EPMPD*
	3.1.2. Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	3.2. Endorsement of the e-certificate and letter of 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	*Director, EUMB*
	5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	*Staff, EPMPD*
Total number of days:			**7 Working Days**	

Issuance of Certificate for Certified Energy Conservation Officer (CECO)

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

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: https://bit.ly/DOE_DConCECO
2. One (1) copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)	Client/Applicant
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				
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		Order of payment will be provided by the DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/Apply_CECO	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	*Staff, EPMPD*
	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.			
	Unqualified applicant shall be notified of the denial of their application through email.			
	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 8th day.*				
	2. Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	*Staff, EPMPD* *Staff, AD*
	2.2 If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	2.3 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.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 1,000	2 Working Days	*Staff, EPMPD*
	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.	N/A		*Staff, EPMPD*
	3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the			

	application on the 4th day. The applicant will be informed of the nullification through an email.			
	3.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	4. Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	*Director, EUMB* *Staff, EPMPD*
	5. EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
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: https://bit.ly/DOE_DConCEM
2. One (1) Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F)	Client/Applicant
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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/Apply_CEM	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	*Staff, EPMPD*
	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.			
	Unqualified applicant shall be notified of the denial of their application through email.			
	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 8th day.*				
	2. Conduct of technical evaluation on the complete and accepted application.	N/A	3 Working Days	*Staff, EPMPD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an			

	order of payment will be issued by the AD.			
	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.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	1.1. Acknowledgement and validation of the submitted proof of payment.	Php 1,000	2 Working Days	*Staff, EPMPD*
	3.1.1 Application with valid proof of payment will be endorsed to the OD for the signing of the e-certificate.	N/A		*Staff, EPMPD*
	3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and			

	will be given three (3) working days to rectify. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	3.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	4 Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	*Director, EUMB* *Staff, EPMPD*
	5 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
Total number of days:			**7 Working Days**	

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 ology 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 ements of a Registered ESCO also has proven performance or s-based projects savings experience and with proven customer ences.

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: https://bit.ly/ESCO_Downloads
2. One (1) Certified True Copy of the Documents on Corporate Personality	Client/Applicant
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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/ESCO_Application	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	*Staff, EPMPD*
	7.1.1 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.			
	7.1.2 Unqualified applicant shall be notified of the denial			

	of their application through email.			
	7.1.3 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 8th day.*				
	8 Conduct of technical evaluation on the	N/A	3 Working Days	*Staff,*

	complete and accepted application.			*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 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	*Staff, GLSD* *Staff, PCD* *Staff, EPMPD* *Staff, AD*
	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. The EPMPD			

	will generate the billing statement and an order of payment will be issued by the AD.			
	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) working days from the date of notification.			
Note: *Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall endorse the documents to GLSD or PCD for re-evaluation.* *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 8th 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* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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 *Note:* *The applicant must upload/submit their proof of payment to the*	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 30,000		*Staff, EPMPD*

identified online platform of the DOE. *he applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*			2 Working Days	
	5.1.1 Application with valid proof of payment will be endorsed to the DOE Secretary through the EUMB Director.	N/A		*Staff, EPMPD*
	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. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	5.2 Endorsement of the certificate to the DOE Secretary through the EUMB Director.			

	6 Signing of the certificate by the DOE Secretary.	N/A	10 Working Days	*DOE Secretary*
	7 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	*Director, EUMB* *Staff, EPMPD*
Total number of days:			**20 Working Days**	

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: https://bit.ly/DOE_DConCEA
2. One (1) Certified True Copy of Documents on Corporate Personality	Client/Applicant
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position	
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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/Apply_RTI	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 8th day.*				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	16 Working Days	*Staff, EPMPD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	3.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000	2 Working Days	*Staff, EPMPD*
	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.	N/A		*Staff, EPMPD*
	3.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the allowed number			

	of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	3.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	4 Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	*Director, EUMB* *Staff, EPMPD*
	5 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
Total number of days:			**20 Working Days**	

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

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

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: https://bit.ly/DOE_DConCEM
2. One (1) Certified True Copy of Documents on Corporate Personality	Client/Applicant
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position	
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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/Apply_RTI	1.1. Assessment of the completeness and acceptability of the submitted documents.	N / A	N / A	*Staff, EPMPD*
	2.1.1 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.			
	2.1.2 Unqualified applicant shall be notified of the denial of their application through email.			
	2.1.3 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 8th day.*				
	3 Conduct of technical evaluation on the complete and accepted application.	N/A	16 Working Days	*Staff, EPMPD* *Staff, AD*
	3.1 If the application successfully passed the technical evaluation based on the accepted documents, the EPMPD shall inform the applicant through email of the results. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	3.2 If the application failed the technical evaluation based on the accepted			

	documents, the EPMPD shall inform the applicant on the disapproval of the application.			
4 Payment of the application fee *Note:* *The applicant must upload/submit their proof of payment to the identified online platform of the DOE.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	4.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000	2 Working Days	*Staff, EPMPD*
	4.1.1 Application with valid proof of payment will be endorsed to the Office of the Director for the signing of their e-certificate.	N/A		*Staff, EPMPD*
	4.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify. Failure to rectify payment within the	N/A		

	allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	4.2 Endorsement of the e-certificate and letter of compliance to the EUMB Director.			
	5 Signing of the e-certificate and letter of compliance by the EUMB Director.	N/A	1 Working Day	*Director, EUMB* *Staff,* *EPMPD*
	6 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
Total number of days:			**20 Working Days**	

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

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

Legal Basis: DC2021-05-0011

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
For Energy Service Company (ESCO) Initiated Project	
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.
For TPPD/Project SPV	
1. One (1) Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	
3. One (1) Certified True Copy of the Documents on Corporate Personality For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits For corporate, partnership and joint venture entities, the following documents are required: 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.
For Self-financed Projects	
1. One (1) original application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	
3. One (1) Certified True Copy of the Documents on Corporate Personality For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits For corporate, partnership and joint venture entities, the following documents are required: 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	Order of payment will be provided by the DOE – Accounting Division (AD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to eesip@doe.gov.ph	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 8th day.*				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	16 Working Days	*Staff, EPMPD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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.			
Note: *Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD will conduct re-evaluation.* *Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the denial of the application on the 8th day.*				
	3 Conduct of re- evaluation on the rectified documents.		*Processing time will be reset in reference to the number of days set by the DOE for technical evaluation*	*Staff, EPMPD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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.			
4 Payment of the application fee *Note:* *The applicant must upload/submit their proof of payment to the identified online platform of the DOE.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	4.1 Acknowledgement and validation of the submitted proof of payment.	Php 15,000 for Simple EE Project Php 25,000 for Complex EE Project	2 Working Days	*Staff, EPMPD*
	4.1.1 Application with valid proof of payment will be endorsed to the EUMB Director for the signing of the certificate.	N/A		*Staff, EPMPD*
	4.1.2 Application with erroneous proof of payment (incorrect amount, incorrect account number, etc.) shall be deemed invalid and will be given three (3) working days to rectify.			

	Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	4.2 Endorsement of the application/ certificate to the EUMB Director.			
	5 Signing of the Certificate of Endorsement to BOI by the EUMB Director.	N/A	1 Working Day	*Director, EUMB* *Staff, EPMPD*
	6 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
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) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project	

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to eesip@doe.gov.ph	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 8th day.*				
	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	*Staff, GLSD* *Staff, PCD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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.			

Note: *Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD, LS and FS will conduct re-evaluation.* *Should the applicant fail to comply/provide the requested documents/ information within seven (7) working days. The EPMPD shall inform the applicant, through email, the disapproval of the application on the 8th 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, legal and financial evaluation*	*Staff, EPMPD* *Staff, GLSD* *Staff, PCD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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 *Note:* *The applicant must upload/submit their proof of payment to the identified online platform of the DOE.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 25,000	2 Working Days	*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.	N/A		*Staff, EPMPD*
	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. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	5.2 Endorsement of the application to the DOE Secretary through the EUMB Director.			
	6 Signing of the Certificate by the DOE Secretary.	N/A	10 Working Days	*DOE Secretary* *Director, EUMB* *Staff, EPMPD*
	7 EPMPD to notify applicant on the approval of their application through email and endorse the EESI project to BOI		1 Working Day	
Total number of days:			**20 Working Days**	

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

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

Legal Basis: DC2022-04-0013

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	Legal entities who satisfy the requirements under DC2022-04-0013

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: https://bit.ly/DOE_DConFPCS
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	Client/Applicant
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	

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 DOE – Accounting Division (AD)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of required documents to https://bit.ly/Apply_FPCS	1.1. Assessment of the completeness and acceptability of the submitted documents.	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 8th day.*				
	2 Conduct of technical evaluation on the complete and accepted application.	N/A	6 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.		10 Working Days	*Staff, GLSD* *Staff, PCD* *Staff, EPMPD* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order of payment will be issued by the AD.			
	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.			
Note: *Should the applicant comply/provide the requested documents/ information within seven (7) working days from notification, the EPMPD shall endorse the documents to GLSD or PCD for re-evaluation.* *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 8th 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* *Staff, AD*
	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. The EPMPD will generate the billing statement and an order			

	of payment will be issued by the AD.			
	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 *Note:* *The applicant must upload/submit their proof of payment to the identified online platform of the DOE.* *The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.* *Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 11th day.*	5.1 Acknowledgement and validation of the submitted proof of payment.	Php 10,000		*Staff, EPMPD*
	5.1.1 Application with valid proof of payment will be endorsed to the EUMB Director.	N/A	2 Working Days	*Staff, EPMPD*
	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. Failure to rectify payment within the allowed number of days will lead to the nullification of the application on the 4th day. The applicant will be informed of the nullification through an email.			
	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	*Director, EUMB* *Staff, EPMPD*
	7 EPMPD to notify applicant on the approval of their application through email.		1 Working Day	
Total number of days:		**20 Working Days**		

ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD)

PROCESSES

ENERGY EFFICIENCY & CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD)

PROCESSES

1. Energy Audit Services: Preliminary Energy Audit ***(ISO Certified)***
2. Application Process for Recognized Training Institution Accreditation
3. Application Process for Solar PV Installer Registry

Energy Audit Services: Preliminary Energy Audit

Note*: This process is ISO Certified.*

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

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
Classification:	Complex Transaction
Type of Transaction:	Government -2-Government
Who may avail:	Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others. The 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- General Information of Agency (Form A)	DOE – EPSMD Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Building Profile (Form B)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Copy of Special Order/Memorandum Designating of Energy Efficiency and Conservation Professionals (EEC Officer/s, EEC Focal Person/s, and EEC Coordinator/s	Forms can be secured through this link: https://bit.ly/GEMPrequirements

- Copy of Office Issuance/Memorandum Circulars regarding Energy (Electricity and Fuel) Conservation Measures	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Monthly Electricity Consumption Report (From Applicable Base Period (Default Year: 2015 to Present) (Form D)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Monthly Fuel Consumption Report (From Applicable Base Period (Default Year: 2015 to Present (Form E)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Inventory of Lighting Equipment with Specifications (Form F)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Inventory of Office Equipment with List of Specifications (Form G)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Inventory of Air-conditioning Unit and Genset with Specifications (Form H)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Inventory of Service Vehicles with Specifications (Form I)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Inventory of Solar PV System with Specifications (Form J)	Forms can be secured through this link: https://bit.ly/GEMPrequirements
- Copy of Latest Electricity Bill	Client
- Copy of Vehicle's Preventive Maintenance Schedule (Work Order or Official Receipt as Proof)	Client
- Copy of a duly accomplished vehicle trip ticket/s	Client
- Copy of approved motorpool logbook-Monitoring of Vehicle Daily Dispatch	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. EPSMD sends notification letter to GE for the schedule of the energy audit and submission of GEMP Requirements	-		
2. GE submits GEMP documentary requirements	2.1.1 Conduct of Energy Audit and Checking the Completeness of the GEMP Requirements	-		Chief SRS, Supv. SRS, Sr. SRS, SRS II, SRS I

	(EPSMD shall proceed with the conduct of the energy audit whether the concerned GE has or not submitted the GEMP requirements)			
	2.1.1If complete submission, EUMB will proceed with the evaluation of submission and preparation of the audit report (Step 4) 2.1 If incomplete submission, EUMB notifies the GE to complete the documentary requirements (Step 3.3)	- 		
3.Update the submission of GEMP Requirements *If the GE fails to rectify the submission within the prescribed period of 7 working days, EPSMD shall proceed with the preparation of the energy audit report (Step 4)*	3.1 Evaluation of the GEs submissions and Preparation of energy audit report	-	4 Working Days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	3.2 Review/Revision Approval of the Energy	-	1 Working Day	Chief SRS

	Audit Report by the Division Chief			
	3.3 Review/Revision/Approval of the Energy Audit Report by the Assistant Director and Director	-	1 Working Day	Director and Assistant Director
4.Receive the Audit Report GE to rate the service by submitting the "Client Satisfaction Survey Form"	4.1 Transmittal of the Energy Audit Report	-	1 Working Day	Staff, EPSMD
TOTAL NUMBER OF DAYS			**7 Working days**	

Application Process for Recognized Training Institution Accreditation

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

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
Classification:	Complex Transaction
Type of Transaction:	Government -2- Business
Who may avail:	Duly certified individual 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: https://bit.ly/RTI-Application
2. One (1) Certified True Copy of Documents on Corporate Personality;	Documents to be secured from: **Corporation:** Securities and Exchange Commission **Sole Proprietor:** Department of Trade and Industry (DTI) Bureau of Internal Revenue Municipal/City Hall
3. One (1) Original Copy of List of Equipment /energy audit instruments and other instructional materials, whether owned or leased;	Based on the Inventory/Equipment Listing of the Business and/or Contract of Lease.
4. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable);	To be secured from Professional Regulation Commission (PRC).
5. One (1) Original Copy of List of Trainings provided;	Based on the training programs conducted by the business.
6. One (1) Original Copy of Training Plan with corresponding number of days and fees;	Training plan in accordance to the Training Module in DC No. DC2023-05-0009

7. One (1) Copy of Proof of Payment of Ten Thousand Pesos (Php 10,000.00) for Application Fee for Recognition	DOE – Treasury Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits required documents to DOE.	1.1Assessment for the completeness of the submitted documents.		1 working day	*Staff, EPSMD*
	1.1.1If complete submission, EPSMD notifies applicant of the receipt of application, and then proceed with the Preparation of the technical evaluation report (Step 1.2).			*Staff, EPSMD*
	1.1.2 If incomplete submission, EPSMD notifies applicant to complete the documentary requirements			
	1.2 Preparation of technical evaluation report		12 working days	*Staff, EPSMD*
	1.2.1 If approved, Accounting Division prepares Order of Payment (via COMS V2.1) and notifies applicant to pay the Accreditation Fee amounting to Php 10,000.00.			*Accounting Division* *Staff, EPSMD*
2 Applicant pays the Accreditation Fee and submits the copy of the	2.1 If the Applicant paid the Accreditation Fee, DOE – Treasury Division will issue an Official Receipt*	Php 10,000.00		Treasury Division

Official Receipt to EPSMD				
	2.2. EPSMD prepares RTI certificate		2 working days	*Staff, EPSMD*
	2.3 Review/ revision/ approval of the RTI certificate by the Division Chief		2 working days	*Chief SRS*
	2.4 Review/ revision/ approval of the RTI certificate by the Assistant Director and Director		2 working days	*Director and Assistant Director*
3. Receive the RTI Certificate	3.1 Transmittal of the RTI certificate.		1 working day	*Staff, EPSMD*
TOTAL WORKING DAYS			**20 Working Days**	

***** *If the applicant failed to pay the Accreditation Fee within ten (10) calendar days, EPSMD notifies the applicant for the disapproval of the application.*

Application Process for Solar PV Installer Registry

Pursuant to the Inter-Agency Energy Efficiency and Conservation (IAEECC) Resolution No. 8, s.2023, the Department of Energy - Energy Utilization Management Bureau (DOE-EUMB) is mandated to provide an official list of Solar PV installers for reference and guidance of all government entities.

The DOE issued Department Circular No. DC2024-06-0021 titled "Guidelines in the Registration Process for Solar Photovoltaics (PV) Installers Under the Government Energy Management Program (GEMP)" to support the abovementioned issuance and to establish the registration process and procedures for the Official Solar PV Installer Registry.

Solar PV Installer refers to any entity, including an individual, OPC, Sole Proprietorship, joint venture, partnership, or corporation engaged in the business of providing Solar PV Systems Installation.

<table>
<tr><td>Office or Division:</td><td colspan="2">Energy Efficiency and Conservation Public Sector Management Division (EPSMD)</td></tr>
<tr><td>Classification:</td><td colspan="2">Complex Transaction</td></tr>
<tr><td>Type of Transaction:</td><td colspan="2">Government -2- Business</td></tr>
<tr><td>Who may avail:</td><td colspan="2">Solar PV Installers who satisfy the requirements under the Department Circular No. DC2024-06-0021</td></tr>
<tr><td colspan="2">CHECKLIST OF REQUIREMENTS</td><td>WHERE TO SECURE</td></tr>
<tr><td colspan="2">1. Duly Accomplished Application Form and Signed Terms and Conditions;</td><td>Annex A of DC2024-06-0021
Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</td></tr>
<tr><td colspan="2">2. Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality;

For all types of Firms, Partnerships, and Corporations, the following documents are required:
• Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation;
• Articles of Incorporation;
• Joint Venture Agreement (individuals);</td><td>Documents to be secured from:
<table><tr><td>Corporation:
• Securities and Exchange Commission</td><td>Sole Proprietor:
• Department of Trade and Industry (DTI)</td></tr><tr><td colspan="2">• Local Government Unit
• Bureau of Internal Revenue</td></tr></table></td></tr>
</table>

• Business Permit (issued by the Local Government Units [LGUs]); and • Bureau of Internal Revenue (BIR) Certificate of Registration. For Sole Proprietorship, the following documents are required: • Department of Trade and Industry (DTI) Certificate of Business Name Registration; • Business Permits (issued by the LGU); and • BIR Certificate of Registration.	
3. Certificate of PhilGEPS Registration (Platinum);	Department of Budget and Management – Procurement Service
4. Philippine Contractors Accreditation Board (PCAB) License;	Philippine Contractors Accreditation Board
5. Company Profile/Background;	Annex B of DC2024-06-0021 Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry
6. Company Ownership /Management, which includes the list of names of officers and personnel with their position in the company;	Annex C of DC2024-06-0021 Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry
7. List of solar PV installation projects in the last three (3) years with respective Official Receipt, Certificate of Project Completion, Acknowledgement Letter, Project Report, and/or any document that will support the claim on the proof of experience;	Annex D of DC2024-06-0021 Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry
8. Copy of solar PV installation-related Training Certificates and Course Outlines from recognized training institutions and other governing bodies; and	Annex E of DC2024-06-0021 Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry
9. Proof of Payment of the Application Fee of Two Thousand Pesos (₱2,000.00) for the Certificate of Inclusion to the Solar PV Registry	DOE-Treasury Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits required documents to DOE	1.1Assessment for the completeness of the submitted documents	-	1 working day	*Staff, EPSMD*
	1.1.1If complete submission, EPSMD notifies applicant of the receipt of application, and then proceed with the Preparation of the technical evaluation report (Step 3).	-		
	1.1.2 If incomplete submission, EPSMD notifies applicant to complete the documentary requirements *If the applicant fails to rectify the submission within the prescribed period of 7 working days, EPSMD notifies applicant for the disapproval of the application.*			
	1.2 Preparation of technical evaluation report	-	3 working days	*Staff, EPSMD*
	1.3. If approved, Accounting Division prepares Order of Payment (via COMS V2.1) and notifies applicant to pay the Application Fee amounting to Php 2,000.00	-		*Accounting Division*
2.Applicant pays the Registration Fee and submits the copy of the Official Receipt to EPSMD	2.1If the Applicant paid the Accreditation Fee, DOE – Treasury Division will issue an Official Receipt*	Php 2,000.00	Processing time will be put on hold within seven (7) working days	*Treasury Division*

	2.2EPSMD prepares Certificate of Registration	-		*Staff, EPSMD*
	2.3Review/ revision/ approval of the Certificate of Registration by the Division Chief	-		*Chief SRS*
	2.4Review/revision/approval of the Certificate of Registration by the Assistant Director and Director	-		*Director and Assistant Director*
3.Receive the Certificate of Registration	3.1Transmittal of the Certificate of Registration	-		*Staff, EPSMD*
TOTAL NUMBER OF DAYS			**7 Working Days**	

If the applicant failed to pay the Accreditation Fee within ten (10) calendar days, EPSMD notifies the applicant for the disapproval of the application.

ELECTRIC VEHICLE INDUSTRY MANAGEMENT DIVISION (EVIMD)

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.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business
Who may avail:	EVCS Providers – Operator 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)	SEC/DTI/CDA
3. Accomplished detailed information of the office (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, EVIMD
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, EVIMD

	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), EVIMD
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), EVIMD
	2.5. Report Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	2.6. Review validation report and recommend for the Director's			Division Chief, EVIMD

	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, EVIMD
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.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business/Government
Who may avail:	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)			Division Chief, EVIMD
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, EVIMD

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), EVIMD
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), EVIMD
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	3.3 Review validation and recommendation for the Director's approval of the Accreditation Certificate			Division Chief, EVIMD
	3.4 Review and approval/disapproval of			Director, EUMB

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

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

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

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business/Government
Who may avail:	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)			Division Chief, EVIMD
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, EVIMD

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), EVIMD
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 of respose letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), EVIMD
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	3.3 Review validation and recommendation for the Director's approval of the Accreditation Certificate			Division Chief, EVIMD
	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, EVIMD
Total Number of days			**7 Working days**	

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

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

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business/Government
Who may avail:	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, EVIMD
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, EVIMD
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), EVIMD

3. Payment of application per establishment *(not applicable for government-2-government transaction)*	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), EVIMD
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	3.3 Review validation and recommendation for the Director's approval of the EVCS Registration Certificate			Division Chief, EVIMD
	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, EVIMD
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.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business/Government
Who may avail:	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice to the DOE through EUMB	Proponent
2. Duly accomplished unbundled structure Report 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, EVIMD
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, EVIMD
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), EVIMD

	1.5 Evaluation, and preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), EVIMD
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, EVIMD
	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, EVIMD
Total Number of days			**7 Working days**	

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

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

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Complex Transactions
Type of Transaction:	Government-2-Business/Government
Who may avail:	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)			Division Chief, EVIMD
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, EVIMD

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), EVIMD
	1.5 Evaluation, preparation of evaluation and endorsement letter for supervisor's review		3 Working days	Technical Staff (Senior SRS), EVIMD
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, EVIMD
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, EVIMD
	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, EVIMD
Total Number of days			**7 Working days**	

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

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

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)
Classification:	Highly Technical Transactions
Type of Transaction:	Government-2-Business
Who may avail:	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, EVIMD
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, EVIMD
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), EVIMD

	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), EVIMD
	1.6 Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, EVIMD
	1.7 Review validation and recommendation for the Director's consideration.		2 Working days	Division Chief, EVIMD
	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, EVIMD
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	Complex
2. Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename	20 Working Days	Complex
3. Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or Tradename	20 Working Days	Complex
4. Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)	20 Working Days	Complex
5. Application for Registration by a Trademark Owner or Marketer – LPG Seal	20 Working Days	Complex
6. Application for Registration – Bulk Consumer	20 Working Days	Complex
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	Complex

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 ***(ISO Certified)***	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	Complex
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 Notice to Proceed (NTP) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
40. Issuance of Permit to Construct (PTC) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
41. Issuance of Permit to Expand (PTE) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
42. Issuance of Permit to Rehabilitate (PTR) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
43. Issuance of Permit to Modify (PTM) 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
45. Issuance of the Participant Accreditation for Supplier	7 Working Days	Complex Transaction
46. Issuance of the Participant Accreditation for Aggregator	7 Working Days	Complex Transaction
47. Issuance of the Participant Accreditation for Reseller	7 Working Days	Complex Transaction
48. Issuance of the Acknowledgement to Import LNG (ATI-LNG)	7 Working Days	Complex Transaction
49. Issuance of the Acknowledgement to Export LNG (ATE-LNG)	7 Working Days	Complex Transaction
50. Issuance of Assignment or Transfer or Interest of Operatorship of Downstream Natural Gas Facilities	20 Working Days	Highly Technical

Internal Services

PROCESSES	DURATION	CLASSIFICATION
51. 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:	Complex 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 Application Form (Annex 1)
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 promulgated PNS or in the absence thereof any internationally accepted codes or standards.	Annex J
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*

	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		*Collecting Officer, Treasury Division*
3. Processing of Application	3.1. Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to respective section/ personnel			*Admin Staff, Respective Division*
	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			*Division Chief, Respective Division*

	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*
	3.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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:	Complex 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 Annex 2
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Trade mark owner or Marketer (PhP 1000.00)		*Collecting Officer, Treasury Division*
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to respective section/ personnel			*Admin Staff, Respective Division*
	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 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			*Assistant Director, OIMB-OD*
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity		5 Working Days	*Director, OIMB-OD*
	3.8 Release of signed Certificate of Registration to RMMSCD			*Admin Staff, OIMB-OD*
	3.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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 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:	Complex 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 Annex 3
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Fill Third-Party Trade mark or Trade name		*Collecting Officer, Treasury Division*

		(PhP 1000.00)		
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD* *Admin Staff, Respective Division* *Science Research Specialist, Respective Division* *Supervising SRS, Respective Division* *Division Chief, Respective Division*
	3.2 Receive application and assign to respective section/ personnel			
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			
	3.5 Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	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			
	3.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*

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:	Complex 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 Annex 4
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. 2. 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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Sell a Trademark or Trade name (PhP 1000.00)		*Collecting Officer, Treasury Division*
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to			*Admin Staff,*

	respective section/ personnel			*Respective Division*
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			*Science Research Specialist, Respective Division* *Supervising SRS, Respective Division*
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			*Division Chief, 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		5 Working Days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	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			
	3.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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:	Complex 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 Annex 5
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		*Collecting Officer, Treasury Division*
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to			*Admin Staff,*

	respective section/ personnel			*Respective Division*
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			*Science Research Specialist, Respective Division* *Supervising SRS, Respective Division*
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			*Division Chief, 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		5 Working Days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	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			
	3.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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-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:	Complex 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 Annex 6
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.	Annex J
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Bulk Consumer (PhP 1000.00)		*Collecting Officer, Treasury Division*

3. Processing of Application	1.1 Receive application and assign to respective division			
	1.2 Receive application and assign to respective section/ personnel			
	1.3 Evaluate/process application and prepare Acknowledgement letter as a registered entity			*Science Research Specialist, Respective Division*
	1.4 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval		15 Working Days	*Supervising SRS, Respective Division*
	1.5 Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			*Division Chief, Respective Division*
	1.6 Review and endorse application for Director's approval			*Assistant Director, OIMB-OD*
	1.7 Review and approval of Acknowledgement letter to applicant as a registered entity		5 Working Days	*Director, OIMB-OD*
	1.8 Release of signed Acknowledgement letter to RMMSCD			*Admin Staff, OIMB-OD*
	1.9 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer			*Admin Staff, Respective Division*

	feedback form/link via email			
2. Receipt of signed Acknowledgement Letter	2.1 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 Application Form (Annex C)
2. Checklist of Requirements – Annex C-1 (1 copy)	RMMSCD Checklist of Requirements (C1 – C4)
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 picture of the front of vehicle with plate number;	Land Transportation Office (LTO)
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 - Annexes ARB4 to 7_Annual Reports - Independent Hauler of LPG in Cylinder and/or Cartridge

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 Annex J		
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.2 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	a. If no pending case, prepare assessment for the payment of application fee; b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			*Office of the Legal Services*
3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)* *Accounting Division* *Collecting Officer,*

	3.2. Process payment and issue Official Receipt			*Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	4.2. Receive application and assign to respective section/ personnel			*Admin Staff, Respective Division*
	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		15 Working Days	*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,			*Director, OIMB-OD*

	evaluation sheet, and transmittal letter to applicant			
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			*Admin Staff, OIMB-OD*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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 Application Form (Annex D)
2. Checklist of Requirements – Annex D-1 (1 copy)	RMMSCD Checklist of Requirements (D1 – D5)
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. List 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: 7.16.1. Full and front and back views of establishment; 7.16.2. Measuring Device/s; 7.16.3. LPG cylinders; 7.16.4. Safety and informational signs; and 7.16.5. Display 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:				
5. Submit one (1) Certified True Copy of all the required supporting documents;		Provided by applicant		
6. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;		RMMSCD Section 29.3 - Annexes ARC 1 to 6 - Annual Reports - Trademark owner or Marketer		
7. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.		RMMSCD Annex J		
8. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement 1.2 If incomplete, return to client.	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to	a. If no pending case, prepare assessment for the payment of application fee;			*Office of the Legal Services*

engage in DOI activity;	b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email 3.3. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Accounting Division* *Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	4.2. Receive application and assign to respective section/ personnel			*Admin Staff Respective Division*
	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 Section*
	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*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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 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 Application Form (Annex E)
2. Checklist of Requirements – Annex E-1 (1 copy)	RMMSCD Checklist of Requirements (E1 – E4)
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
6.18. Fire prevention and response manual;	Provided by applicant
6.19. LPG spill prevention and response manual;	Provided by applicant
6.20. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services

6.21. Notarized company secretary's certificate for authorized representative and signatory; and		Provided by applicant		
6.22. Proof of payment of application fee.		Provided by applicant		
Notes:				
9. Submit one (1) Certified True Copy of all the required supporting documents;		Provided by applicant		
10. Submission of Annual Reportorial Requirements as LPG Refiller;		RMMSCD Section 29.4 - Annexes ARD 1 to 5 - Annual Reports – Refilling Plant		
11. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.		RMMSCD Annex J		
12. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement 1.2 If incomplete, return to client.	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to	a. If no pending case, prepare assessment for the payment of application fee;			*Office of the Legal Services*

engage in DOI activity;	b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email 3.3. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)* *Accounting Division* *Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal		15 Working Days	*Admin Staff, OIMB-OD* *Admin Staff Respective Division* *Science Research Specialist, Respective Division*

	letter to applicant.			
	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*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*

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 Application Form (Annex F)
2. Checklist of Requirements – Annex F-1 (1 copy)	RMMSCD Checklist of Requirements (F1 – F5)
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 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;		RMMSCD Section 29.5 - Annexes ARE 1 to 5 - Annual Reports – LPG Dealer		
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 Annex J		
4. Price Display Board Template		RMMSCD Annex K		
5. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.2 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	a. If no pending case, prepare assessment for the payment of application fee; b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold			*Office of the Legal Services*

	processing of application)			
3. Pay applicable fees	3.1. If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	3.2. Issuance of Order of Payment in the client's registered email	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Accounting Division*
	3.3. Process payment and issue Official Receipt			*Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	4.2. Receive application and assign to respective section/ personnel			*Admin Staff Respective Division*
	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	*Science Research Specialist, Respective Division*
	4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			*Supervising SRS, Respective Division*
	4.5. Review and endorse to OBD for approval of			*Division Chief Respective Division*

	the evaluated application/ transmittal letter to applicant and recommend approval			
	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*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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 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 Application Form (Annex G)
2. Checklist of Requirements – Annex G-1 (1 copy)	RMMSCD Checklist of Requirements (G1 – G5)
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;		RMMSCD - Section 29.6 - Annexes ARF 1 to 5 - Annual Reports – LPG Retailer		
3. Retail Outlet Classification and Maximum Floor Stock Requirement		RMMSCD Annex G-6		
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 Annex J		
5. Price Display Board Template		RMMSCD Annex K		
6. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.2 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	a. If no pending case, prepare assessment for the payment of application fee; b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			*Office of the Legal Services*

3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email 3.3. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)* *Accounting Division* *Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant. 4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant		15 Working Days	*Admin Staff, OIMB-OD* *Admin Staff Respective Division* *Science Research Specialist, Respective Division* *Supervising SRS Respective Division*

	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			*Division Chief Respective Division*
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	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*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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 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 Application Form (Annex H)
2. Checklist of Requirements – Annex H-1 (1 copy)	RMMSCD Checklist of Requirements (H1 – H4)
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 Section 29.4 - Annexes ARG 1 to 4 - Annual Reports – Auto-LPG		
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 Annex J		
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.2 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to	a. If no pending case, prepare assessment for the payment of application fee;			*Office of the Legal Services*

engage in DOI activity;	b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email 3.3. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Officer of the day/Assigned Processor* *Oil Industry Management Bureau (RMMSCD)* *Accounting Division* *Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.	None	15 Working Days	*Admin Staff, OIMB-OD* *Admin Staff* *Respective Division* *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* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
5. Receipt of signed LTO and	5.1. Release of application to client	None		*Admin Staff, Respective Division*

Acknowledgement Letter	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 Application Form (Annex I)
2. Checklist of Requirements – Annex I-1 (1 copy)	RMMSCD Checklist of Requirements (I1 – I4)
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)
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. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
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. Safety and informational signs; and 6.17.3. Display board showing the Facility registered business name and address.	Provided by applicant

6.18. Fire prevention and response manual;	Provided by applicant
6.19. LPG spill prevention and response manual;	Provided by applicant
6.20. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
6.21. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
6.22. 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 Section 29.4 - Annexes ARH 1 to 4 - Annual Reports – Centralized LPG Piping System Owner/Operator
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 Annex J
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.2 If incomplete, return to client.			

2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	a. If no pending case, prepare assessment for the payment of application fee; b. If with pending case, inform the applicant to pay the penalties to Treasury Division c. Subject to Legal Clearance (Hold processing of application)			*Office of the Legal Services*
3. Pay applicable fees	3.1. If complete, issue Billing Statement 3.2. Issuance of Order of Payment in the client's registered email 3.3. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)* *Accounting Division* *Collecting Officer, Treasury Division*
4. Processing of Application	4.1. Receive application and assign to respective division 4.2. Receive application and assign to respective section/ personnel 4.3. Evaluate/process application and prepare evaluation sheet,			*Admin Staff, OIMB-OD* *Admin Staff Respective Division* *Science Research Specialist, Respective Division*

	License to Operate (LTO), and transmittal letter to applicant.	None	15 Working Days	
	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*
	4.9. Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback			*Admin Staff, Respective Division*

	form/link via email			
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 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 • Hauler Application Form (Revised).pdf
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. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		*Officer of the day* Oil Industry Management Bureau
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement	None		*Officer of the day* Oil Industry Management Bureau
	1.4 Issue Order of Payment			Accounting Division
2. Pay application fee	2. Process payment and issue Official Receipt	Acknowledgement of Notice/ Engagement on the DOI – Php 500.00 Certification for Hauler - Php 550.00		*Cashier* Treasury
3. Submit application to Records Management Division	3.1 Receive application and endorse to OIMB	None	0.5 Working days	*Receiver* Records Management Division
	3.2 Receive application and assign to respective division	None	9.5 Working days	*Admin Staff* Office of the Bureau Director
	3.3 Receive application and assign to respective section/ personnel	None		*Admin Staff* Office of the Division Chief
	3.4 Process application and prepare evaluation,	None		*Science Research Specialist*

	memorandum of endorsement, transmittal letter to client and Certification			Respective Division
	3.5 Review, evaluate and act on the application	None	5 Working days	*Supervising Science Research Specialist* Respective Division
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		*Division Chief* Respective Division
	3.7 Review and endorse application for Director's approval	None	5 Working days	*Assistant Director* Office of the Bureau Director
	3.8 Review and approve endorsed application	None		*Director* Office of the Bureau Director
	3.9 Release approved application to respective division	None		*Admin Staff* Office of the Bureau Director
	3.10 Encode approved Certification	None		*Admin Staff* Respective Division
	3.11 Inform client that original copies are available for pick-up and provide customer feedback form/link via email			*Admin Staff* Respective Division
4. Receipt of approved Certification	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None		*Admin Staff* Respective Division
Total Number of Days			**20 Working Days**	

Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Department Circular No. DC2017-11-0011

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

Office or Division:	Oil Industry Management Bureau
Classification:	Complex Transaction
Type of Transaction:	G2B
Who may avail:	Entities intending to engage in retailing of Liquid Fuels in areas declared as under a state of calamity/emergency and where no retail outlet can serve as a result of calamity/emergency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For 1st Issuance (Initial 15 days of operation)	Provided by applicant 7 TERO Application Form (Revised).pdf
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. Release of approved application to respective division	None		Admin Staff Office of the Bureau Director

4.	4. Encoding of Permit	None		Admin Staff Respective Division
5.	5. Release of application to client a. 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	
2. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant (see Application Form) • COC Application Form (Revised).pdf
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	
d. Cost of Investment with attached details	
3. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Provided by applicant (see Undertaking Form) • COC Undertaking Form.pdf
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 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

Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID (1 copy)	
3. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1 copy)	Provided by applicant
4. As-built lay-out plans with measurement showing the island/dispensing pumps, underground storage tanks, cashier's booth, elevation of canopy and other facilities (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	
e. Outlet's Identification/ Trademark	
6. DOE COC Clearance of No Pending Case (1 copy)	Legal Services
7. Payment of fee	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. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet	
5. DOE COC Clearance of No Pending Case (1 copy)	Legal Services
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	
e. Outlet's Identification/Trademark	
7. Photocopy of previous COC	Provided by applicant
8. Payment of Fee	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 (see Reportorial Form) • Reportorial\Data on Total Running Inventory for the Year.pdf
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	
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. File application to Oil Industry	1.3 Review of completeness of documents against	None		*Officer of the day*

Management Bureau	checklist of requirement			Oil Industry Management Bureau
	1.4 If incomplete, return to client.			
	1.5 If complete, request DOE COC Clearance of No Pending Case to be filed on Legal Services			
	1.6 Check database if LFRO has record of pending case	Administrative Fine, if applicable		*Division Chief or Director* Legal Services (LS)
	1.7 If with pending case, note "hold in abeyance processing of COC"			
	1.8 If without pending case, note "continue processing of COC"			
	1.9 If LS note is "continue processing of COC", issue Billing Statement	None		*Officer of the day* Oil Industry Management Bureau
	1.10 Issue Order of Payment			Accounting Division
2. Pay application fee	2. Process payment and issue Official Receipt	New – Php 3,100.00 Renewal – Php. 3,000.00		*Cashier* Treasury
3. Submit application to Records Management Division	3.12 Receive application and endorse to OIMB	None	0.5 Working days	*Receiver* Records Management Division
	3.13 Receive application and assign to respective division	None	9.5 Working days	*Admin Staff* Office of the Bureau Director
	3.14 Receive application and	None		*Admin Staff* Office of the Division Chief

	assign to respective section/ personnel			
	3.15 Process application and prepare evaluation, memorandum of endorsement, transmittal letter to client and COC	None		*Science Research Specialist* Respective Division
	3.16 Review, evaluate and act on the application	None	5 Working days	*Supervising Science Research Specialist* Respective Division
	3.17 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		*Division Chief* Respective Division
	3.18 Review and endorse application for Director's approval	None	5 Working days	*Assistant Director* Office of the Bureau Director
	3.19 Review and approve endorsed application	None		*Director* Office of the Bureau Director
	3.20 Release approved application to respective division	None		*Admin Staff* Office of the Bureau Director
	3.21 Encode approved COC	None		*Admin Staff* Respective Division
	3.22 Inform client that original copies are available for pick-up and provide customer feedback form/link via email			*Admin Staff* Respective Division
4. Receipt of approved COC	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			**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	Provided by applicant

provider containing, among others, the following provisions:	
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 total lot area and coordinates of the Retail Outlet (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 (see Undertaking Form) CNC Undertaking Form.pdf
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 SCC/COC 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. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		*Officer of the day* Oil Industry Management Bureau
	1.2 If incomplete, return to client.			
	1.3 If complete, request DOE CNC Clearance of No Pending Case to be filed on Legal Services			
	1.4 Check database if LFRO has record of pending case	Administrative Fine, if applicable		*Division Chief or Director* Legal Services (LS)
	1.5 If with pending case, note “hold in abeyance processing of CNC”			
	1.6 If without pending case, note “continue processing of CNC”			
	1.7 If LS note is “continue processing of CNC”, issue Billing Statement	None		*Officer of the day* Oil Industry Management Bureau
	1.8 Issue Order of Payment			Accounting Division
2. Pay application fee	2. Process payment and issue Official Receipt	Php 3,100.00		*Cashier* Treasury
3. Submit application to Records Management Division	3.1 Receive application and endorse to OIMB	None	0.5 Working days	*Receiver* Records Management Division
	3.2 Receive application and assign to respective division	None	9.5 Working days	*Admin Staff* Office of the Bureau Director
	3.3 Receive application and assign to	None		*Admin Staff*

	respective section/ personnel			Office of the Division Chief
	3.4 Process application and prepare evaluation, memorandum of endorsement, transmittal letter to client and CNC	None		*Science Research Specialist* Respective Division
	3.5 Review, evaluate and act on the application	None	5 Working days	*Supervising Science Research Specialist* Respective Division
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		*Division Chief* Respective Division
	3.7 Review and endorse application for Director's approval	None	5 Working days	*Assistant Director* Office of the Bureau Director
	3.8 Review and approve endorsed application	None		*Director* Office of the Bureau Director
	3.9 Release approved application to respective division	None		*Admin Staff* Office of the Bureau Director
	3.10 Encode approved CNC	None		*Admin Staff* Respective Division
	3.11 Inform client that original copies are available for pick-up and provide customer feedback form/link via email			*Admin Staff* Respective Division
4. Receipt of approved CNC	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None		*Admin Staff* Respective Division
Total Number of Days			**20 Working Days**	

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

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	
4. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant (see Application Form) • MRO Application Form (Revised).pdf
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	
5. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Provided by applicant (see Undertaking Form) • MRO Undertaking Form.pdf
II. Supporting Documents for 1st Issuance	
8. 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
9. Notarized certification that the materials and technology can withstand sea water or corrosive	Engineering Procurement Construction Contractor

atmosphere and actions of waves on the issued by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID (1 copy)	
10. Manufacturer's safety certification on the storage tank (1 copy)	Manufacturer
11. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1 copy)	Provided by applicant
12. As-built lay-out plans with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, elevation of canopy and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
13. 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	
14. DOE COC Clearance of No Pending Case (1 copy)	Legal Services
15. Payment of fee	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	OIMB-registered distributor/ supplier

Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	
4. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies, per product, total lot area and coordinates of the Retail Outlet	
5. DOE COC Clearance of No Pending Case (1 copy)	Legal Services
6. Latest photographs (in 5R size) showing:	Provided by applicant
f. Full/front, right, and left side views of the retail outlet	
g. Required stickers/labels for RON, E10 and B2, among others	
h. Price display board	
i. Safety and informational signs	
j. Outlet's Identification/Trademark	
7. Photocopy of previous COC	Provided by applicant
8. Payment of Fee	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 • Reportorial\Data on Total Running Inventory for the Year.pdf
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	
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. File application to Oil Industry	1.9 Review of completeness of documents against	None		*Officer of the day*

Management Bureau	checklist of requirement			Oil Industry Management Bureau
	1.10 If incomplete, return to client.			
	1.11 If complete, request DOE COC Clearance of No Pending Case to be filed on Legal Services			
	1.12 Check database if LFRO has record of pending case	Administrative Fine, if applicable		*Division Chief or Director* Legal Services (LS)
	1.13 If with pending case, note "hold in abeyance processing of COC"			
	1.14 If without pending case, note "continue processing of COC"			
	1.15 If LS note is "continue processing of COC", issue Billing Statement	None		*Officer of the day* Oil Industry Management Bureau
	1.16 Issue Order of Payment			Accounting Division
2. Pay application fee	2. Process payment and issue Official Receipt	New – Php 3,100.00 Renewal – Php. 3,000.00		*Cashier* Treasury
3. Submit application to Records Management Division	5.1 Receive application and endorse to OIMB	None	0.5 Working days	*Receiver* Records Management Division
	5.2 Receive application and assign to respective division	None	9.5 Working days	*Admin Staff* Office of the Bureau Director
	5.3 Receive application and assign to	None		*Admin Staff*

	respective section/ personnel			Office of the Division Chief
	5.4 Process application and prepare evaluation, memorandum of endorsement, transmittal letter to client and COC	None		*Science Research Specialist* Respective Division
	5.5 Review, evaluate and act on the application	None	5 Working days	*Supervising Science Research Specialist* Respective Division
	5.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		*Division Chief* Respective Division
	5.7 Review and endorse application for Director's approval	None	5 Working days	*Assistant Director* Office of the Bureau Director
	5.8 Review and approve endorsed application	None		*Director* Office of the Bureau Director
	5.9 Release approved application to respective division	None		*Admin Staff* Office of the Bureau Director
	5.10 Encode approved COC	None		*Admin Staff* Respective Division
	5.11 Inform client that original copies are available for pick-up and provide customer feedback form/link via email			*Admin Staff* Respective Division
4. Receipt of approved COC	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None		*Admin Staff* Respective Division
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 • TSRO Checklist Form (Revised).pdf
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
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	Local Government Unit

the area and 1-km. radius distance from another Retail Outlet (1 copy)	
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, 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)	Facilities and product safety certifying bodies
4. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies, per product, total lot area and coordinates of the Retail Outlet (1 copy)	Provided by applicant
5. As-built lay-out plans with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, setback distance from the firewall and other facilities (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	
e. Outlet's Identification/ Trademark	
7. DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
8. Payment of fee	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. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies, per product, total lot area and coordinates of the Retail Outlet	
5. DOE SCC/COC Clearance of No Pending Case, as applicable (1 copy)	Legal Services
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	
e. Outlet's Identification/ Trademark	
7. Photocopy of previous COC	Provided by applicant
8. Payment of Fee	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 • Reportorial\Data on Total Running Inventory for the Year.pdf
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. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		*Officer of the day* Oil Industry Management Bureau
	1.2 If incomplete, return to client.			
	1.3 If complete, request DOE COC Clearance of No Pending Case to be filed on Legal Services			
	1.4 Check database if LFRO has record of pending case	Administrative Fine, if applicable		*Division Chief or Director* Legal Services (LS)
	1.5 If with pending case, note "hold in abeyance processing of COC"			
	1.6 If without pending case, note "continue processing of COC"			
	1.7 If LS note is "continue processing of COC", issue Billing Statement	None		*Officer of the day* Oil Industry Management Bureau
	1.8 Issue Order of Payment			Accounting Division
2. Pay application fee	2. Process payment and issue Official Receipt	New – Php 3,100.00 Renewal – Php. 3,000.00		*Cashier* Treasury
3. Submit application to Records	2.1 Receive application and	None	0.5 Working days	*Receiver*

Management Division	endorse to OIMB			Records Management Division
	2.2 Receive application and assign to respective division	None	9.5 Working days	*Admin Staff* Office of the Bureau Director
	2.3 Receive application and assign to respective section/ personnel	None		*Admin Staff* Office of the Division Chief
	2.4 Process application and prepare evaluation, memorandum of endorsement, transmittal letter to client and COC	None		*Science Research Specialist* Respective Division
	2.5 Review, evaluate and act on the application	None	5 Working days	*Supervising Science Research Specialist* Respective Division
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		*Division Chief* Respective Division
	2.7 Review and endorse application for Director's approval	None	5 Working days	*Assistant Director* Office of the Bureau Director
	2.8 Review and approve endorsed application	None		*Director* Office of the Bureau Director
	2.9 Release approved application to respective division	None		*Admin Staff* Office of the Bureau Director

	2.10 Encode approved COC	None		*Admin Staff* Respective Division
	2.11 Inform client that original copies are available for pick-up and provide customer feedback form/link via email			*Admin Staff* Respective Division
4. Receipt of approved COC	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None		*Admin Staff* 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:	Complex Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the business of transportation, distributio and delivery of LPG in bulk, or in cylinders.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 7 (1 copy)	RMMSCD Annex 7
2. Company profile;	Provided by applicant
3. List of motor vehicles and/or marine vessels;	Provided by applicant
4. Certificate of registration and official receipt per motor vehicle from Land Transportation Office;	Land Transportation Office (LTO)
5. Conveyance permit per motor vehicle from the BFP;	Bureau of Fire Protection (BFP)
6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST;	Department of Science and Technology (DOST)
7. Marine vessel registry and safety certificate from MARINA; and	Maritime Industry Authority (MARINA)
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		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau (RMMSCD)*
	1.4 Issuance of Order of Payment in the client's registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate - Authorized Transport Motor Vehicles and Marine Vessels (PhP 1000.00)		*Collecting Officer, Treasury Division*

3. Processing of Application	3.4 Receive application and assign to respective division		15 Working Days	*Science Research Specialist, Respective Division* *Supervising SRS, Respective Division* *Division Chief, Respective Division*
	3.5 Receive application and assign to respective section/ personnel			
	3.6 Evaluate/process application and prepare Certificate of Registration as a registered entity			
	3.7 Review and recommend approval of Certificate of Registration to applicant and recommend approval			
	3.8 Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval			
	3.9 Review and endorse Certificate of Registration for Director's approval		5 Working Days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	3.10 Review and approval of Certificate of Registration to applicant as a registered entity			
	3.11 Release of signed Certificate of Registration to RMMSCD			
	3.12 Inform client that original copies are available for pick-up in the OIMB-RMMSCD and provide customer feedback form/link via email			*Admin Staff, Respective Division*
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**	

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 Application Form (Annex 1)
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:	
8. 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	Annex J

promulgated PNS or in the absence thereof any internationally accepted codes or standards.	

9. This application shall be made on a per establishment construction;

10. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;

11. 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;

12. OIMB/FO may further require a presentation on the details of application in a pre-application conference;

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

14. 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
2. File application to Oil Industry Management Bureau	2.1 Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		*Collecting Officer, Treasury Division*
3. Processing of Application	3.1. Receive application and assign to			*Admin Staff, OIMB-OD*

	respective division			
	3.2. Receive application and assign to respective section/ personnel		15 Working Days	*Admin Staff, Respective Division* *Science Research Specialist, Respective Division* *Supervising SRS, Respective Division* *Division Chief, Respective Division*
	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			
	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	*Assistant Director, OIMB-OD*

	of Registration, Evaluation Sheet and Endorsement Memo for Director's approval			*Director, OIMB-OD* *Admin Staff, OIMB-OD*
	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 Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	1.1 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 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
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 *(For all types of business activity)* (1 copy)	OICMD Application Form (Annex A - LTO)
2. Checklist of Requirements – Annex A-1 *(For all types of business activity)*	OICMD Checklist of Requirements (Annex A1 – A6)
3. Company Profile Form – Annex A-2 *(For all types of business activity)* (1 copy)	
4. Refinery Profile Form – Annex A-3 *(For Refiner)* (1 copy)	
5. Import Terminal/ Depot Profile Form – Annex A-4 *(For all types of business activity)* (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 *(whichever is applicable)* (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.1.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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 *(whichever is applicable)* (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.2.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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 *(whichever is applicable)* (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.3.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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 description and supported by blueprint copy with legend (1 copy)	Provided by Applicant
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 Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	
4. Prohibited Acts and Penalties for Registration and LTO – Annex L	
5. Submission of Monthly, Quarterly, and Special Reportorial Requirements to the OICMD.	

Reportorial Requirements	WHERE TO SECURE
a) Monthly Reports	OICMD - Section 27 - Annexes MRA to MRJ_Monthly Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler & Terminal-Depot Owner Operator
b) Quarterly Reports	OICMD - Section 28 - Annex QRA_Quarterly Report - Terminal-Depot Owner-Operator
c) Special Reports	OICMD - Section 30 - Annexes SRA to SRB_Special Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler & Terminal-Depot Owner Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	2.2 Review of completeness of documents against	None		

	checklist of requirement			*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	2.3 If incomplete, return to client.			
	1.3. If complete, issue Billing Statement.			
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
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;			*Office of the Legal Services*
	2.2 Subject to Legal Clearance (Hold processing of application)			
	2.3 If with pending case, inform the applicant to pay the penalties to Treasury Division;			
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Collecting Officer, Treasury Division*
4. Processing of Application	4.1 Receive application and assign to respective division	None	15 Working Days	*Admin Staff, OIMB-OD*
	4.2 Receive application and assign to respective section/ personnel			*Admin Staff, Respective Division*
	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			*Supervising SRS, Respective Division*

	transmittal letter to applicant			*Division Chief, Respective Division*
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			
	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* *Director, OIMB-OD* *Admin Staff, OIMB-OD Director*
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			
	4.8 Release of signed LTO, evaluation sheet, and transmittal letter to OICMD			
	4.9 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			*Admin Staff, OICMD*
5 Receipt of signed LTO and Transmittal Letter	5.1 Release of application to client	None		*Admin Staff, OICMD*
	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
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 Application Form (Annex B)
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD Checklist of Requirements (Annex B1 – B4)
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	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)

Trade and Industry (whichever is applicable) *(1 copy)*	
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 - Section 29.2 - Annexes ARB, 1 to 3_Annual Reports - Bulk LPG Hauler
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 Annex J
4. Prohibited Acts and Penalties for Registration and LTO	OICMD Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	2.4 Review of completeness of documents against checklist of requirement	None		*Officer of the day/Assigned Processor*

	2.5 If incomplete, return to client.			*Oil Industry Management Bureau*
	2.6 If complete, issue Billing Statement			
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
3. 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;			*Office of the Legal Services*
	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)			
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		*Collecting Officer, Treasury Division*
4. Processing of Application	4.1 Receive application and assign to respective division		15 Working Days	*Admin Staff, OIMB-OD*
	4.2 Receive application and assign to respective section/ personnel			*Admin Staff, Respective Division*
	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* *Division Chief, Respective Division*

	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			
	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, transmittal letter to OICMD			*Admin Staff, OIMB-OD*
	4.9 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			*Admin Staff, OICMD*
5 Receipt of signed LTO and transmittal letter	5.1 Release of application to client	None		*Admin Staff, OICMD*
	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 Application Form (Annex B - HS)
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD Checklist of Requirements (Annex B1 - B2)
3. Company Profile Form – Annex B-2 (1 copy)	OICMD Checklist of Requirements (Annex B1 - B2)
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 DOE bank account details (for online payment)
Notes:	
5. Submit one (1) Certified True Copy of all the required supporting documents;	Applicant
6. Submission of Reportorial Requirements as Hauler	OICMD - Hauler - Reportorial Formats

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 incomplete, return to client.			
	1.3 If complete, issue Billing Statement.			*Officer of the day/Assigned Processor,* *Oil Industry Competition and Monitoring Division (OICMD)*
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay applicable fees	2.2 Process payment and issue Official Receipt	Php. 1,400.00		*Collecting Officer, Treasury Division*
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working Day	*Admin Staff, OIMB-OD*
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division			*Admin Staff, OIMB*
	4.2 Receive application and assign to respective section/ personnel		4 Working Days	*Science Research Specialist, Respective Division*
	4.3 Evaluate/process application and prepare Acknowledgement letter as a registered entity			*Supervising SRS, Respective Division*
	4.4 Require applicant to submit additional data/ information in support to the DOI			*Division Chief,*

	Registration processing *Notes:* *(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)* *Notification (via mail or e-mail or phone call) is within three (3) days.*			*Respective Division*
	4.5 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	4.6 Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	4.7 Review and endorse application for Director's approval		2 Working Days	*Assistant Director, OIMB-OD*
	4.8 Review and approval of Acknowledgement letter to applicant as a registered entity			*Director, OIMB-OD*
	4.9 Release of signed Acknowledgement letter to OICMD			*Admin Staff, OIMB-OD*
	4.10 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			*Admin Staff, OICMD*

5. Receipt of signed Acknowledgement Letter	5.1 Release of application to client	None		*Admin Staff, OICMD*
	5.2 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 *(For all types of business activity)* (1 copy)	OICMD Application Form (Annex A - LPP)
2. Checklist of Requirements – Annex A-1 *(For all types of business activity)*	OICMD Checklist of Requirements (Annex A1 – ing A4)
3. Company Profile Form – Annex A-2 *(For all types of business activity)* (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
4. Refinery Profile Form – Annex A-3 *(For Refiner)* (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
5. Import Terminal/ Depot Profile Form – Annex A-4 *(For all types of business activity)* (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
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 *(whichever is applicable)* (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.1.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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 *(whichever is applicable)* (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.2.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)

Exchange Commission or Department of Trade and Industry *(whichever is applicable)* (1 copy)	
6.3.3. Securities and Exchange Commission Articles of Incorporation *(if applicable)* (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 DOE bank account details (for online payment)
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; Citizens Charter - CARB
3. The Applicant shall be issued likewise with Standards Compliance Certificate if engaged in refining, importation, bulk distribution and terminal operation of Liquefied Petroleum Gas LPG) in compliance to DOE DC No. 2014 - 01-0001
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 (Citizens Charter - NTEB - HS) 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. (Citizens Charter - NTEB - HS)
6. Submission of Reportorial Requirements per Registered Activity

REGISTERED ACTIVITY	WHERE TO SECURE
d) Refiner	OICMD - Refiner - Reportorial Formats
e) Importer	OICMD - Importer - Reportorial Formats
f) Bulk Distributor	OICMD - Bulk Distributor - Reportorial Formats
g) Bunker Trader	OICMD - Bunker Trader - Reportorial Formats
h) Terminal Operator/Lessor	OICMD - Terminal Operator/Lessor - Reportorial Formats
i) Own-User	OICMD - Own-User - Reportorial Formats

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 incomplete, return to client			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor Oil Industry Management Bureau*
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 1,400.00		*Collecting Officer, Treasury Division*
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working Day	*Admin Staff, OIMB-OD*
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division			*Admin Staff, OIMB*
	5.2 Receive application and assign to respective section/ personnel		4 Working Days	*Science Research Specialist, Respective Division*
	5.3 Evaluate/process application and prepare Acknowledgement letter as a registered entity			
	5.4 Require applicant to submit additional data/ information in support to the DOI Registration processing *Notes:* *(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)*			*Supervising SRS, Respective Division* *Division Chief, Respective Division*

	Notification (via mail or e-mail or phone call) is within three (3) days.			
	5.5 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	5.6 Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	5.7 Review and endorse application for Director's approval			
	5.8 Review and approval of Acknowledgement letter to applicant as a registered entity			
	5.9 Release of signed Acknowledgement letter to OICMD		2 Working Days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	5.10 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			
6. Receipt of signed Acknowledgement Letter	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		**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) Annex A - Template Form (New)
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	Bureau of Internal Revenue (BIR)

operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel issued by BIR (1 copy)	
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) Annex B - Template Form (Renewal)
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	Bureau of Internal Revenue (BIR)

(E-Gasoline) and/or Biodiesel-blended Diesel (FAME-Blended Diesel Oil) issued by BIR (1 copy)	
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 lay-out plan with corresponding pictures (1 copy)	Applicant
3.6. 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
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 Monthly (MR) and Quarterly (QR) Formats

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 incomplete, return to client 1.3 If complete, issue Billing Statement	None		*Officer of the day/Assigned Processor* Oil Industry Management Bureau

	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay applicable fees	2. Process payment and issue Official Receipt	Application Fee – Php 1,000.00 – Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant		*Cashier* Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3. Official receipt of application 4. Endorse application to OIMB	None	1 Working day	*Admin Staff, OIMB-OD* *Admin Staff, OIMB*
	5. Receive application and assign to respective division			
	6. Receive application and assign to respective section/ personnel			
	7. Evaluate/process application and prepare Acknowledgement letter as a registered entity		4 Working days	*Science Research Specialist, Respective Division* *Supervising SRS, Respective Division* *Division Chief, Respective Division*
	8. Require applicant to submit additional data/ information in support to the DOI Registration processing *(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)*			

	(Notification (via mail or e-mail or phone call) is within three (3) days.)			
	9. Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	10. Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	11. Review and endorse application for Director's approval		2 Working days	*Assistant Director, OIMB-OD* *Director, OIMB-OD* *Admin Staff, OIMB-OD*
	12. Review and approval of Acknowledgement letter to applicant as a registered entity			
	13. Release of signed Acknowledgement letter to OICMD			
	14. 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			

15. Receipt of signed Acknowledgement Letter	16. Release of application to client a. File copy of the application and action for safekeeping	None		*Admin Staff* Respective Division
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 - ..\Annex D-Template form for Notices - Notice to Purchase Locally- Sourced Bioethanol or Biodiesel.doc
2. Certified True Copy of Proforma Invoice	Provided by Local Producer
3. Photocopy of the LMA Issued by OIMB for the applied quarter (Bioethanol)	From OIMB, DOE
4. For Bioethanol: Certified true copy of the Certificate of Quality/Analysis with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by the Bioethanol producer For Biodiesel: Certified true copy of the Certificate of Quality/Analysis submitted by the Biodiesel producer	Provided by Local Producer

NOTES:

a. The applicant should be a registered Downstream Oil Industry participant.
b. Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
c. 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, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

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 complete, issue Billing Statement			
	1.4 Issuance of Order of Payment			*Accounting Division*
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		4.5 Working Days	*Admin Staff OIMB-OD*
	3.3 Receive application and assign to respective section/ personnel			*Admin Staff,* *Respective Division*

	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			*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*
	3.8 Inform the client that original copies are available for pick-up in OIMB-OICMD and provide customer feedback form/link via email			*Admin Staff, OICMD*
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 20th day of the month succeeding the reporting month	OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-C_MRB.xlsx
2. Quarterly Reports – due NLT the 20th day of the month after the covered quarter	OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx

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 and crude oil 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 - ..\ANNEX D_ Notice to Import for Sale of Own Use - Liquid Petroleum Products.docx
2. Certified True Copy of the Proforma Invoice	Provided by supplier
3. Certified True Copy of the Certificate of Quality/ Analysis from the Supplier	
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 Gasoline b. Slop/used water, sludges and similar petroleum products/by-products	DENR-EMB

5. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents and crude oil	Provided by supplier
6. Certified True Copy of OIMB-Issued Acknowledgement Letter as a Downstream Oil Industry Participant (for first-time importers only)	From OIMB, DOE

NOTES:

a. The applicant should be a registered Downstream Oil Industry participant.
b. Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
c. 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, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

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 incomplete, return to client.			
	1.3 If complete, issue Billing Statement			
	1.4 Issuance of Order of Payment			*Accounting Division*
2. Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		*Collecting Officer, Treasury Division*
3. Submit application to OIMB with copy 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			*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*
	3.8 Inform the client that original copies are available for pick-up in OIMB-OICMD and provide customer feedback form/link via email			*Admin Staff, OICMD*
	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 Reportorial Requirements – due every 20th day of the month succeeding the reporting month	OICMD -..\Annexes - Monthly Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx
2. Annual Reportorial Requirements – due NLT the 20th day of January the succeeding year	OICMD - ..\Annexes - Annual Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx
3. Special Reportorial Requirements – due dates are dependent on the type of Special Report	OICMD -..\Annexes - Special Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx

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 - ..\Annex E-Template form for Notices - Notice to Sell or Purchase Imported Bioethanol.doc
2. Certified True Copy of Proforma Invoice	Provided by Supplier
3. Certified True Copy of BIR Permit to Purchase or Sell (whichever is applicable) Imported Bioethanol	Provided by BIR

NOTES:

a. The applicant should be a registered Downstream Oil Industry participant.
b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.
d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period
e. 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, updated and complete

documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.				
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 complete, issue Billing Statement			
	1.4 Issuance of Order of Payment			*Accounting Division*
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	3.2 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			*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*
	3.8 Inform the client that original copies are available for pick-up in OIMB-OICMD and provide customer feedback form/link via email			*Admin Staff, OICMD*
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 20th day of the month succeeding the reporting month	OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-B_MRE-D.xlsx
2. Quarterly Reports – due NLT the 20th day of the month after the covered quarter	OICMD -..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx

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 - ..\Annex C-Template form for Notices - Notice to Import Bioethanol.doc
2. Certified True Copy of Proforma Invoice	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

NOTES:

a. The applicant should be a registered Downstream Oil Industry participant.
b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.
d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period
e. Prior to endorsement for approval, evaluation/assessment will be done based on the submitted notice to import of gasoline and the projected sales of E-Gasoline for the applied quarter.

f. 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, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

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 complete, issue Billing Statement			
	1.4 Issuance of Order of Payment			*Accounting Division*
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		4.5 Working Days	*Admin Staff OIMB-OD*
	3.3 Receive application and assign to respective section/ personnel			*Admin Staff,* *Respective Division*
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			*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*
	3.8 Inform the client that original copies are available for pick-up in OIMB-OICMD and provide customer feedback form/link via email			*Admin Staff, OICMD*
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 20th day of the month succeeding the reporting month	OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014.MRE-A.xlsx
2. Quarterly Reports – due every 20th day of the first month of the quarter	OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx

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 - ..\ANNEX E_ Application Form for Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol.docx
2. Certified True Copy of the Proforma Invoice	Provided by supplier
3. Certified True copy of Certificate of Quality (COQ)/ Certificate of Analysis (COA) Note: In the absence of COQ/COA, submit letter from supplier indicating that the imported sample is subject for testing in the country	
4. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents	Provided by the Supplier
5. Airway Bill/Bill of Lading	Provided by supplier

NOTES:

a. 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, updated and complete

documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.				
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 complete, issue Billing Statement			
	1.4 Issuance of Order of Payment			*Accounting Division*
2. Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		*Collecting Officer, Treasury Division*
3. Submit application to OIMB with copy 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			*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*
	3.8 Inform the client that original copies are available for pick-up in OIMB-OICMD and provide customer feedback form/link via email			*Admin Staff, OICMD*
4. Receipt of Acknowledgement Letter	4.2 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				

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 - Written Request - Annex 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
5. 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	Applicant

to transact with DOE on behalf of the corporation/company. (1 copy)	

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 1.1. If incomplete, return to client 1.2. If complete, issue Billing Statement 1.3. Issuance of Order of Payment in the clients registered email	None		*Officer of the day/Assigned Processor* *Oil Industry Management Bureau* *Accounting Division*
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 1.1 Endorse application to OIMB	None	0.5 Working days	*Admin Staff, OIMB-OD* *Admin Staff, OIMB*
	1.2 Receive application and assign to respective division			
	1.3 Receive application and assign to respective section/ personnel		14.5 Working days	*Science Research Specialist, Respective Division* *Supervising SRS, Respective Division* *Division Chief, Respective Division*
	1.4 Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant			

	1.5 Require applicant to submit additional data/ information in support to the DOE Endorsement for BOI Registration processing *(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)* *(Notification (via mail or e-mail or phone call) is within three (3) days.)*			
	1.6 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			
	1.7 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			
	1.8 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA,		5 Working days	*Assistant Director, OIMB-OD* *Director, OIMB-OD*

	EC and Acknowledgement letter 1.9 Approval of MOA, EC & Acknowledgement letter 1.10 Release of approved MOA, EC & Acknowledgement letter to OICMD 1.11 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			*Admin Staff, OIMB-OD*
4. Receipt of signed Acknowledgement Letter	4.1 Release of application to client 4.1 File copy of the application and action for safekeeping	None		*Admin Staff* Respective Division
		Total No. 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 - Written Request - Annex 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: *rescandor@doe.gov.ph* and/or *oicmd-demand @doe.gov.ph*	1.1 Receive/ confirm receipt via email of documents against checklist of requirements 1.2 Assign to processor for review of completeness of documents against checklist of requirement 1.3 If complete: 1.3.1 Issue Billing Statement 1.3.2 Issuance of Order of Payment in the clients registered email 1.3.3 Inform client via email to submit copy of validated landbank deposit slip or screenshot of online-bank transfer for the payment of application fee *(Notification via e-mail is*	None		*Supervising Science Research Specialist* OICMD-ODMCMS *Assigned Processor* OICMD-ODMCMS *Accounting Division* *Assigned Processor* OICMD-ODMCMS

	within three (3) days of receipt of application); 1.4 If documents are incomplete: 1.4.1 Inform client via email on the documents for submission; or 1.4.2 Schedule a virtual meeting with client to discuss the checklist of requirements *(Notification via e-mail is within three (3) days of receipt of application);* and 1.4.3 Write an Acknowledgement letter to client to be signed by the Bureau Director on the pending documents for submission;			
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. 4. Receive application and assign to processor 5. Evaluation/ processing of application and	None	15 Working days	*Supervising Science Research Specialist* OICMD-ODMCMS *Science Research Specialist* OICMD-ODMCMS *Supervising Science Research Specialist* OICMD-ODMCMS

	preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant			*Division Chief* Respective OICMD
	6. Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			
	7. Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			
	8. Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working days	*Assistant Director* Office of the Bureau Director *Director* Office of the Bureau Director *Admin Staff* Office of the Bureau Director
	9. Approval of MOA, EC & Acknowledgement letter			
	10. Release of approved MOA, EC & Acknowledgement letter to OICMD			

11. Receipt of signed Acknowledgement Letter and copy of Endorsement Certificate	11. 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 *(Notification is within three (3) days after receipt from Office of the Bureau Director of the signed documents)* a. File copy of the application and action for safekeeping	None		*Admin Staff* OICMD
		Total No. 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 Written Request - Annex B
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)
4. 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	Applicant

company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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 incomplete, return to client.			
	1.3 If complete, issue Billing Statement.			
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
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 3.1.1 Endorse application to OIMB	None	0.5 Working days	*Admin Staff OIMB*
	3.2 Receive application and assign to respective division		6.5 Working days	*Admin Staff Office of the Bureau Director*
	3.3 Receive application and assign to respective section/ personnel			*Admin Staff Office of the Division Chief, OICMD*

	3.4 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*
	3.4.1 Require applicant to submit additional data/ information in support to the DOE Endorsement for BOI Incentives Availment processing *(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)* *(Notification (via mail or e-mail or phone call) is within three (3) days.)*			*Science Research Specialist, OICMD-ODMCMS*

	3.5 Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC			*Supervising Science Research Specialist OICMD-ODMCMS* *Division Chief, OICMD*
	3.6 Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent		2 Working days	*Assistant Director Office of the Bureau Director*
				Director Office of the Bureau Director
	3.6.1 Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent			*Admin Staff Office of the Bureau Director*
	3.6.2 Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services			*Admin Staff, OICMD*
	3.7 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*

	3.8 Approval of MOA, EC and Letter of Acknowledgement to proponent			*Supervising Assistant Secretary and Undersecretary of OIMB and DOE Secretary*
	3.9 Release to OICMD of approved MOA, EC and Letter of Acknowledgement to proponent		1 Working Day	*Admin Staff Office of the Bureau Director*
	3.10 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			*Admin Staff,* *OICMD*
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 *t*he Notice to Engage in the Downstream Oil Industry – Lubes Products

3. Issuance of Acknowledgement for the Notice To Import For Sale Or Own Use – Lubes Products

4. Issuance of Certificate of Fuel Additive Registration

Issuance of Acknowledgement for Notice to Denature Imported Bioethanol

Department Circular No.: DC2021-06-0014

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

Office or Division:	Oil Industry Management Bureau (OIMB)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Accredited DOI Biofuels Participant

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application Form	Provided by applicant *(see sample template)* • Annex F – Template of Application Form Per DC-2021-06-0014
2. Documentary Requirements • 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	Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		*Officer of the day / Assigned Processor,* Oil Industry Management Bureau

	1.3 If incomplete, return to client			
2. Submit of application to Oil Industry Management Bureau	2.1 Official receipt of application	None	2 Working Days	*Admin Staff, OIMB-OD*
	2.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	2.3 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB*
	2.4 Process application and prepare Acknowledgment letter			*Science Research Specialist, OISMD*
	2.5 Review, evaluate and act on the application			*Supv SRS, OISMD*
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief, OISMD*
	2.7 Review and endorse application for Director's approval	None	1 Working Days	*Assistant Director, OIMB*
	2.8 Review and approve endorsed application			*Director, OIMB*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
3. Receipt of Notice to Denature Imported Bioethanol	3.1 Release of application to client			*Admin Staff, OISMD*

	3.2 File copy of the application and action for safekeeping			
Total 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 *(see sample template)* • Annex C: Template of Notarized Application per DC-2021-09-0029
2. Documentary Requirements	Provided by applicant • Annex C-1: Checklist of Requirements per DC-2021-09-0029
3. Company Profile	Provided by applicant *(template to be filled up)* • Annex C-2: Company Profile per DC-2021-09-0029
NOTES:	
a. Submit one (1) 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		Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		*Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)*
	1.2 If incomplete, return to client.			
	1.3 If complete, issue Billing Statement			*Officer of the day/Assigned Processor, OISMD*
	1.4 Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay application fees	2.1. Process payment and issue Official Receipt	Php 750.00		*Cashier, Treasury Division*
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	3.3 Receive application and assign to respective section/ personnel			*Admin Staff, OISMD*
	3.4 Process application and prepare memorandum of endorsement, evaluation/validation , lubes business engagement acknowledgement			*Science Research Specialist, OISMD*

	letter and transmittal letter to client			
	3.5 Review, evaluate and act on the application			*Supv SRS, OISMD*
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief, OISMD*
	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*
	3.10. Inform client that original copies are available for pick-up in OIMB-OISMD and provide customer feedback form/link via email			*Admin Staff, OISMD*
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client			*Admin Staff, OIMB-OD*
	4.2 File copy of the application and action for safekeeping			
Total 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 *(see sample template)* • Annex F: Template of Notice to Import for Sale or Own Use – Lube Products per DC-2021-09-0029
2. Supporting Documents: • Proforma Invoice or Commercial Invoice; • Product brochure/ bulletin; and • Material Safety Data Sheet (MSDS).	Provided by applicant
NOTES:	
a. Submit one (1) 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		Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		*Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division*
	1.2. If incomplete, return to client.			
	1.3. If complete, issue Billing Statement			*Officer of the day/Assigned Processor, OISMD*
	1.4. Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 575.00		*Cashier, Treasury Division*
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	*Admin Staff, OIMB-OD*
	3.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	3.3 Receive application and assign to respective section/ personnel			*Admin Staff, Oil Industry Standards and Monitoring Division*
	3.4 Process application and prepare Lubes Importation	None		*Science Research Specialist / Supv. SRS /*

	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			*Division Chief*
	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 Office of the Bureau Director*
	3.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
	3.10 Inform client that original copies are available for pick-up in OIMB-OISMD and provide customer feedback form/link via email			*Admin Staff, OISMD*
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client			*Admin Staff, OISMD*
	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: (1copy)	Provided by applicant *(see sample template)* • Application Form for Fuel Additive Registration
2. Supporting Documents	
• Company profile with scope of operation / activity / business plan / investment cost / target mark (consumer & geographical) // product supplier (1 copy)	Provided by applicant
• DTI Registration / SEC Registration	Department of Trade and Industry / Securities Exchange Commission
• Current Business / Mayor's Permit	Local Government Unit
• Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate	Environmental Management Bureau – Department of Environment and Natural Resources (EMB-DENR)
• Safety Data Sheet (SDS)	Provided by applicant
• Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration	Provided by applicant / Supplier of the product

or dosage and purpose on the use of additive)	
• 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 does not contribute to harmful emissions (e.g. comparison test on emission test)	Provided by applicant / Supplier of the product
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	Annex 2 – OIMB Schedule VII A Template

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, OISMD*
	1.2. If incomplete, return to client.			
	1.3. If complete, issue Billing Statement			*Officer of the day/Assigned Processor, OISMD*
	1.4. Issuance of Order of Payment in the clients registered email			*Accounting Division*
2. Pay Application Fee	2.1 Process payment and issue Official Receipt	Php. 1,400.00		*Cashier, Treasury Division*
3. Submit of application to Oil industry	3.1 Official receipt of application	None	5 Working Days	*Admin Staff, OIMB-OD*

Management Bureau				
	3.3 Receive application and assign to respective division	None		*Admin Staff, OIMB-OD*
	3.4 Receive application and assign to respective section/ personnel			*Admin Staff, OISMD*
	3.5 Evaluate/ Process application and prepare Memorandum of Approval and letter of Registration 3.6. Additional information may be requested for further evaluation 3.7. Review, evaluate and act on the application 3.8. Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Science Research Specialist / Supervising SRS / Division Chief*
	3.7 Review and endorse application to Director		3 Working Days	*Assistant Director, OIMB-OD*
	3.8 Approval of CFAR and letter of registration			*Director, OIMB-OD*
	3.9 Endorse approved CFAR and letter of registration to respective division			*Office of the Director*
	3.10 Inform client that original copies are available for pick-up in OIMB-OISMD and provide customer			*Admin Staff, OISMD*

	feedback form/link via email			
4. Receipt of CFAR and Letter of Registration	4.1 Release of CFAR and Letter of Registration to client			*Admin Staff, OISMD*
	4.2 File copy of the CFAR and Letter of Registration and action for safekeeping	None		
Total Number of Days			**8 Working Days**	

NATURAL GAS MANAGEMENT DIVISION (NGMD)

PROCESSES

1. Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities
2. Issuance of Permit to Construct (PTC) for Downstream Natural Gas Facilities
3. Issuance of Permit to Expand (PTE) for Downstream Natural Gas Facilities
4. Issuance of Permit to Rehabilitate (PTR) for Downstream Natural Gas Facilities
5. Issuance of Permit to Modify (PTM) for Downstream Natural Gas Facilities
6. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities
7. Issuance of the Participant Accreditation for Supplier
8. Issuance of the Participant Accreditation for Aggregator
9. Issuance of the Participant Accreditation for Reseller
10. Issuance of the Acknowledgement to Import LNG (ATI-LNG)
11. Issuance of the Acknowledgement to Export LNG (ATE-LNG)
12. Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities

Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

The permit authorizes the proponents to proceed with 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. 2024-01-0007); (3 copies: 2 sets hard copies and 1 electronic copy)	▪ *Annex A-2: Information Sheet per DC2024-01-0007*
1.2 Certified true copies of the Securities and Exchange Commission (SEC) Certificate of Registration or License to Do Business in the Philippines for foreign corporations, Articles of Incorporation and By-Laws. The corporate purpose of the Applicant shall include authority to construct and operate DNG Facilities [Certificate of Registration from the Department of Trade and Industry for sole proprietorships]; (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 ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

2. Technical Documentation	
2.1 *Applicant Profile* (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.1 The Applicant shall submit a duly notarized description of its own, or if necessary, including that of the chosen member/s of the Applicant Group, experience and technical capability relevant to carrying out the Project, specifically:	
2.1.2 A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;	
2.1.3 Information on Applicant company and its subsidiaries, joint ventures, and affiliates for the proposed project:	
2.1.3.1 Organizational chart of Applicant company and its subsidiaries, joint ventures, and Affiliates;	
2.1.3.2 The Applicant company and its subsidiaries, joint ventures, and Affiliates': ○ Complete name; ○ Scope of work; ○ Purpose; ○ Resident agent, as applicable; and ○ Specialization/expertise/experience;	
2.1.3.3 Executive officers of the Applicant company and its subsidiaries, joint ventures, and Affiliates': ○ Complete name; ○ Nationality; ○ Position/ role; ○ Specialization/expertise/experience; and ○ Certifications/ trainings;	
2.1.4 A summary and description of all gas-related projects completed and pending, if any, for at least the past three (3) years preceding the date of the application including the assessment of the performance of their construction, operation, and economic feasibilities;	
2.1.5 Description of the qualifications and experience of key management, professional and technical personnel in the DNG Facility construction, operation and maintenance;	
2.1.6 Disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities;	
2.1.7 If Applicant's Affiliate's Parent Company's technical capability will be used, the Secretary's Certificate from	

said Parent Company confirming the existence of a board resolution authorizing the commitment of the identified technical capability to the proposed project; and	
2.1.8 Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC.	
2.2 Construction Plans and Designs **(**3 copies: 2 sets hard copies and 1 electronic copy**)**	
2.2.1 General Project Description	
2.2.2 Feasibility study of the LNG or Natural Gas project;	
2.2.3 Siting;	
Applicant shall comply with the following minimum requirements:	
2.2.3.1 Classified as Heavy Industrial Zone;	
2.2.3.2 No relocation/ resettlement of local residents; and	
2.2.3.3 Adequate exclusion zone;	
2.2.4 Locational zoning clearance subject to the local government zoning ordinance;	
2.2.5 Quantitative risk assessment report for safe distance requirements;	
2.2.6 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 (EISS) Law and its implementing rules;	
2.2.7 Geologic, oceanographic, seismic, atmospheric, and security hazard identification, prevention and mitigation assessment report such as but not limited to; • Offshore Wind and Wave Study; • Wave Transformation Modeling Study; • Hydrodynamic (Flow) Modeling Study; • Navigational Simulations (Fast-time); • Simplified Downtime Assessment; • Tsunami Modeling Study; • Typhoon Modeling Study; • Quantitative Risk Assessment; and • Other related studies;	
2.2.8 Source of power supply for the construction, testing, commissioning and operation of the proposed LNG facility;	
2.2.9 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;	
2.2.9.1 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 item a above;	
2.2.9.2 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;	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.2.9.3 Planned construction schedule; and	
2.2.9.4 Plot Plans and list of key buildings, other facilities, equipment, access roads, safety zones and distances;	
2.2.10 Detailed description of the professional Project Management Team for construction, installation, testing and commissioning in the form of organizational chart indicating the groups/sections and their roles, functions, scope of work, etc.;	
2.2.11 A summary report prepared by the Applicant on other Government Agencies' permitting requirements before construction and before operation; and	
2.2.12 Other relevant studies or assessment reports that the Applicant may deem necessary to support its application or as may be required by the DNG-REC.	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.3 Financial Documentation	
3.1 The Applicant shall submit the following; (3 copies: 2 sets hard copies and 1 electronic copy)	
3.1.1 Financial Feasibility Study; and	
3.1.2 Work Program & Budget indicating the Applicant's ability to meet funding requirements.	
3.2 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
3.2.1 Financial Statements (FS);	
3.2.1.1 For corporations existing for more than two (2) years at the time of filing of application: • A certified true copy of the Annual Report or Audited FS for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*

indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.1.2 For newly organized corporations existing for less than two (2) years at the time of filing: • A certified true copy of the Annual Report or Audited FS or latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.2 Three (3)-Year Projected Cash Flow Statement indicating positive cash flows to support the construction, expansion, or modification of the project, when applicable;	
3.2.3 Particulars on the plan of raising funds through any or combination of the following:	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.2.3.1 For Debt Financing • Loan agreements • Approved term loan facility • Existing available credit lines	
3.2.3.2 For Equity • Internally Generated Fund - Certified true copy of Board Resolution Appropriating Funds for Construction and Operation from Retained Earnings - Documents to Support Additional Shareholders' Capital Infusion, i.e., Additional Paid-Up Capital, as approved by the SEC	
• Funds from Parent Company and/or Affiliates - Audited FS of the Parent Company and/or Affiliates; and - Board Resolution and Deed of Undertaking Indicating Fund Allocation to the Project based on its corresponding participating interest.	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*	
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		*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		1 Working Day	*Admin Staff, OIMB-OD*
	1.4 Receive application and assign to respective section/personnel			*Admin Staff, OIMB-NGMD*
	1.5 Review of completeness of the submitted documentary requirements against the checklist. 1.5.1. If incomplete, issue a letter of rejection 1.5.2. If complete, issue Billing Statement.			*OIMB-NGMD*
	1.5.3. Issuance of Order of Payment for fees (Treasury) and may require a supplementary			*Accounting Division*

	supporting document for additional information.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Notice to Proceed (NTP) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 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's approval.			*DNG-REC Members*
	2.7 Review and endorse application for the Undersecretary's approval			*DNG-REC Vice Chair Supervising Assistant Secretary*
	2.8 Review and approved the endorsed application		5 Working Days	*DNG-REC Chair Supervising Undersecretary*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, NGMD*
3. Receipt of Notice to Proceed (NTP)	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 CONSTRUCT (PTC) for Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

The permit authorizes the proponent to proceed with the construction of the proposed Downstream Natural Gas Facilities.

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 the Downstream Natural Gas Facilities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Legal Documentation	
1.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which includes the Environmental Compliance Certificate (ECC) from the DENR; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Environment and Natural Resources (DENR)
1.2 Applicable Endorsement and Building Permits from the Local Government Unit (LGU); (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.3 Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP); (3 copies: 2 sets hard copies and 1 electronic copy)	National Commission on Indigenous Peoples (NCIP)
1.4 Registration from the Department of Labor and Employment (DOLE); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Labor and Employment (DOLE)
1.5 Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Interior and Local Government – Bureau of Fire (DILG-BFP)
1.6 Sanitary Permit from the City Health Office; and (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.7 Other permits may be required by law or rules. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2. Technical Documentation	
2.1 Construction Plans and Designs	

2.1.1	Description of the actual DNG Facility for construction and its operational model;	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.2	Detailed Engineering Design which should include but not be limited to Plot Plans and list of key buildings, other facilities, equipment/component, access roads, safety zones and distances;	
2.1.3	Execution programme for the proposed facility;	
2.1.3.1	A full detail of the arrangements and methods which the applicant/operator proposes to adopt for the execution of the works and milestones;	
2.1.3.2	The document shall provide a detailed plan for the complete works or Milestones comprising of: • Detailed Engineering Design, procurement, delivery, and civil works; • Erection and constructional works; • Detailed execution works including start and completion dates for each milestone; and • Pre-commissioning and commissioning tests and start up for works and milestones;	
2.1.3.3	For the ease of project progress and schedule monitoring, activity network diagram and chart, the Applicant shall use Primavera P6 project management or MS Project or equivalent program as scheduling tools;	
2.1.4	Interface schedule (if any);	
2.1.5	Progress Measurement System (PMS);	
2.1.6	Manpower and construction equipment histograms;	
2.1.7	Management of change system;	
2.1.8	Maintenance of records system;	
2.1.9	A summary of the execution plan for the establishment of a professional Project Management Team for construction, installation, testing and commissioning;	
2.1.10	Detailed description of the Project Management Team for Natural Gas projects including the following information on organizational chart such as: i. Complete name; ii. Nationality; iii. Position; iv. Qualification; v. Specialization/ expertise; vi. Experience; vii. Role/ responsibilities; and	

viii. Certifications/ trainings;	
2.1.11 Third party quality assurance program validation: i. Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities, and equipment to be installed; ii. Safety and Quality Assurance Certifications of the materials to be used on the construction, facilities, and equipment; and iii. Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities, and equipment;	
2.1.12 Required contracts; • Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the proposed project including but not limited to EPC agreements;	
2.1.13 Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase);	
2.1.13.1 Environmental Risk Assessment and Management Plan	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.13.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.1.13.3 Facility Security Risk Assessment and Management Plan	
2.1.13.4 Disaster/ Emergency Preparedness and Response Plan	
2.1.13.5 Other areas of concern that the Operator may deem necessary	
3. Financial Documentation	
3.1 The Applicant shall submit the following; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.1.1 Updated Financial Feasibility Study; and	
3.1.2 Updated Work Program & Budget indicating the Applicant's ability to meet funding requirements.	
3.2 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
3.2.1 Financial Statements (FS);	
3.2.1.1 For corporations existing for more than two (2) years at the time of filing of application:	

- A certified true copy of the Annual Report or Audited FS for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.1.2 For newly organized corporations existing for less than two (2) years at the time of filing: - A certified true copy of the Annual Report or Audited FS or latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.2 Three (3)-Year Projected Cash Flow Statement indicating positive cash flows to support the construction, expansion, or modification of the project, when applicable;	
3.2.3 Proof of ability to raise funds through any or combination of the following:	
3.2.3.1 For Debt Financing • Loan agreements • Approved term loan facility • Existing available credit lines	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.2.3.2 For Equity • Internally Generated Fund - Certified true copy of Board Resolution Appropriating Funds for Construction and Operation from Retained Earnings - Documents to Support Additional Shareholders' Capital Infusion, i.e., Additional Paid-Up Capital, as approved by the SEC	
• Funds from Parent Company and/or Affiliates - Audited FS of the Parent Company and/or Affiliates; and - Board Resolution and Deed of Undertaking Indicating Fund Allocation to the Project based on its corresponding participating interest.	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*

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		*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		1 Working Day	*Admin Staff, OIMB-OD*
	1.4 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*

	1.5 Review of completeness of the submitted documentary requirements against the checklist. 1.5.1 If incomplete, issue a letter of rejection. 1.5.2 If complete, issue Billing Statement.			*OIMB-NGMD*
	1.5.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Construct (PTC) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 Working Days	*Assigned Processor,* *Oil Industry Management Bureau/Legal Services and Financial Services*
	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			*DNG-REC Members*
	2.7 Review and endorse application for Secretary's approval			*Supervising Assistant Secretary and Supervising Undersecretary*
	2.8 Review and approve the endorsed application		5 Working days	*Office of the Secretary (OSEC)*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*

	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, NGMD*
3. Receipt of Permit to Construct (PTC)	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 EXPAND (PTE) for Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

The permit authorizes the proponent to proceed with the expansion of the proposed Downstream Natural Gas Facilities.

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 expand the Downstream Natural Gas Facilities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Legal Documentation	
1.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which includes the Environmental Compliance Certificate (ECC) from the DENR; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Environment and Natural Resources (DENR)
1.2 Applicable Endorsement and Building Permits from the Local Government Unit (LGU); (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.3 Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP); (3 copies: 2 sets hard copies and 1 electronic copy)	National Commission on Indigenous Peoples (NCIP)
1.4 Registration from the Department of Labor and Employment (DOLE); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Labor and Employment (DOLE)
1.5 Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Interior and Local Government – Bureau of Fire (DILG-BFP)
1.6 Sanitary Permit from the City Health Office; and (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.7 Other permits may be required by law or rules. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*

2. Technical Documentation		
2.1 Construction Plans and Designs		Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.1	Description of the actual DNG Facility for construction and its operational model;	
2.1.2	Detailed Engineering Design which should include but not be limited to Plot Plans and list of key buildings, other facilities, equipment/component, access roads, safety zones and distances;	
2.1.3	Execution programme for the proposed facility;	
2.1.3.1	A full detail of the arrangements and methods which the applicant/operator proposes to adopt for the execution of the works and milestones;	
2.1.3.2	The document shall provide a detailed plan for the complete works or Milestones comprising of: • Detailed Engineering Design, procurement, delivery, and civil works; • Erection and constructional works; • Detailed execution works including start and completion dates for each milestone; and • Pre-commissioning and commissioning tests and start up for works and milestones;	
2.1.3.3	For the ease of project progress and schedule monitoring, activity network diagram and chart, the Applicant shall use Primavera P6 project management or MS Project or equivalent program as scheduling tools;	
2.1.4	Interface schedule (if any);	
2.1.5	Progress Measurement System (PMS);	
2.1.6	Manpower and construction equipment histograms;	
2.1.7	Management of change system;	
2.1.8	Maintenance of records system;	
2.1.9	A summary of the execution plan for the establishment of a professional Project Management Team for construction, installation, testing and commissioning;	
2.1.10	Detailed description of the Project Management Team for Natural Gas projects including the following information on organizational chart such as: i. Complete name; ii. Nationality;	

iii. Position; iv. Qualification; v. Specialization/ expertise; vi. Experience; vii. Role/ responsibilities; and viii. Certifications/ trainings;	
2.1.11 Third party quality assurance program validation: i. Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities, and equipment to be installed; ii. Safety and Quality Assurance Certifications of the materials to be used on the construction, facilities, and equipment; and iii. Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities, and equipment;	
2.1.12 Required contracts; • Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the proposed project including but not limited to EPC agreements;	
2.1.13 Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase);	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.13.1 Environmental Risk Assessment and Management Plan	
2.1.13.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.1.13.3 Facility Security Risk Assessment and Management Plan	
2.1.13.4 Disaster/ Emergency Preparedness and Response Plan	
2.1.13.5 Other areas of concern that the Operator may deem necessary	
3. Financial Documentation	
3.1 The Applicant shall submit the following; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.1.1 Updated Financial Feasibility Study; and	
3.1.2 Updated Work Program & Budget indicating the Applicant's ability to meet funding requirements.	
3.2 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
3.2.1 Financial Statements (FS);	

3.2.1.1 For corporations existing for more than two (2) years at the time of filing of application: - A certified true copy of the Annual Report or Audited FS for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.1.2 For newly organized corporations existing for less than two (2) years at the time of filing: - A certified true copy of the Annual Report or Audited FS or latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.2 Three (3)-Year Projected Cash Flow Statement indicating positive cash flows to support the construction, expansion, or modification of the project, when applicable;	
3.2.3 Proof of ability to raise funds through any or combination of the following:	
3.2.3.1 For Debt Financing • Loan agreements • Approved term loan facility • Existing available credit lines	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.2.3.2 For Equity • Internally Generated Fund - Certified true copy of Board Resolution Appropriating Funds for Construction and Operation from Retained Earnings - Documents to Support Additional Shareholders' Capital Infusion, i.e., Additional Paid-Up Capital, as approved by the SEC	
• Funds from Parent Company and/or Affiliates - Audited FS of the Parent Company and/or Affiliates; and - Board Resolution and Deed of Undertaking Indicating Fund Allocation to the Project based on its corresponding participating interest.	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*

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		*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		1 Working Day	*Admin Staff, OIMB-OD*
	1.4 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*

	1.5 Review of completeness of the submitted documentary requirements against the checklist. 1.5.1 If incomplete, issue a letter of rejection. 1.5.2 If complete, issue Billing Statement			*OIMB-NGMD*
	1.5.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Expand (PTE) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 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's approval.			*DNG-REC Members*
	2.7 Review and endorse application for the Undersecretary's approval			*DNG-REC* *Vice Chair Supervising Assistant Secretary*
	2.8 Review and approve the endorsed application		5 Working days	*DNG-REC* *Chair Supervising Undersecretary*

	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, OIMB-NGMD*
3. Receipt of Permit to Expand (PTE)	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 REHABILITATE (PTR) for Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

The permit authorizes the proponent to proceed with the rehabilitation of the proposed Downstream Natural Gas Facilities.

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 rehabilitate the Downstream Natural Gas Facilities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Legal Documentation	
1.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which includes the Environmental Compliance Certificate (ECC) from the DENR; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Environment and Natural Resources (DENR)
1.2 Applicable Endorsement and Building Permits from the Local Government Unit (LGU); (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.3 Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP); (3 copies: 2 sets hard copies and 1 electronic copy)	National Commission on Indigenous Peoples (NCIP)
1.4 Registration from the Department of Labor and Employment (DOLE); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Labor and Employment (DOLE)
1.5 Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Interior and Local Government – Bureau of Fire (DILG-BFP)
1.6 Sanitary Permit from the City Health Office; and (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.7 Other permits may be required by law or rules. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*

2. Technical Documentation	
2.1 Construction Plans and Designs	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.1 Description of the actual DNG Facility for construction and its operational model;	
2.1.2 Detailed Engineering Design which should include but not be limited to Plot Plans and list of key buildings, other facilities, equipment/component, access roads, safety zones and distances;	
2.1.3 Execution programme for the proposed facility;	
2.1.3.1 A full detail of the arrangements and methods which the applicant/operator proposes to adopt for the execution of the works and milestones;	
2.1.3.2 The document shall provide a detailed plan for the complete works or Milestones comprising of: • Detailed Engineering Design, procurement, delivery, and civil works; • Erection and constructional works; • Detailed execution works including start and completion dates for each milestone; and • Pre-commissioning and commissioning tests and start up for works and milestones;	
2.1.3.3 For the ease of project progress and schedule monitoring, activity network diagram and chart, the Applicant shall use Primavera P6 project management or MS Project or equivalent program as scheduling tools;	
2.1.4 Interface schedule (if any);	
2.1.5 Progress Measurement System (PMS);	
2.1.6 Manpower and construction equipment histograms;	
2.1.7 Management of change system;	
2.1.8 Maintenance of records system;	
2.1.9 A summary of the execution plan for the establishment of a professional Project Management Team for construction, installation, testing and commissioning;	
2.1.10 Detailed description of the Project Management Team for Natural Gas projects including the following information on organizational chart such as: i. Complete name; ii. Nationality; iii. Position; iv. Qualification;	

v. Specialization/ expertise; vi. Experience; vii. Role/ responsibilities; and viii. Certifications/ trainings;	
2.1.11 Third party quality assurance program validation: i. Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities, and equipment to be installed; ii. Safety and Quality Assurance Certifications of the materials to be used on the construction, facilities, and equipment; and iii. Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities, and equipment;	
2.1.12 Required contracts; • Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the proposed project including but not limited to EPC agreements;	
2.1.13 Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase);	
2.1.13.1 Environmental Risk Assessment and Management Plan	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.13.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.1.13.3 Facility Security Risk Assessment and Management Plan	
2.1.13.4 Disaster/ Emergency Preparedness and Response Plan	
2.1.13.5 Other areas of concern that the Operator may deem necessary	
3. Financial Documentation	
3.1 The Applicant shall submit the following; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.1.1 Updated Financial Feasibility Study; and	
3.1.2 Updated Work Program & Budget indicating the Applicant's ability to meet funding requirements.	
3.2 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	

3.2.1	Financial Statements (FS);	
3.2.1.1	For corporations existing for more than two (2) years at the time of filing of application: - A certified true copy of the Annual Report or Audited FS for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.1.2	For newly organized corporations existing for less than two (2) years at the time of filing: - A certified true copy of the Annual Report or Audited FS or latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.2	Three (3)-Year Projected Cash Flow Statement indicating positive cash flows to support the construction, expansion, or modification of the project, when applicable;	
3.2.3	Proof of ability to raise funds through any or combination of the following:	
3.2.3.1	For Debt Financing • Loan agreements • Approved term loan facility • Existing available credit lines	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.2.3.2	For Equity • Internally Generated Fund - Certified true copy of Board Resolution Appropriating Funds for Construction and Operation from Retained Earnings - Documents to Support Additional Shareholders' Capital Infusion, i.e., Additional Paid-Up Capital, as approved by the SEC	
	• Funds from Parent Company and/or Affiliates - Audited FS of the Parent Company and/or Affiliates; and - Board Resolution and Deed of Undertaking Indicating Fund Allocation to the Project based on its corresponding participating interest.	

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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*

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		*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		1 Working Day	*Admin Staff, OIMB-OD*
	1.4 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*

	1.5 Review of completeness of the submitted documentary requirements against the checklist. 1.5.1 If incomplete, issue a letter of rejection. 1.5.2 If complete, issue Billing Statement.			*OIMB-NGMD*
	1.5.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Rehabilitate (PTR) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 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's approval.			*DNG-REC Members*
	2.7 Review and endorse application for the Undersecretary's approval			*DNG-REC Vice Chair Supervising Assistant Secretary*
	2.8 Review and approve the endorsed application		5 Working days	*DNG-REC Chair Supervising Undersecretary*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*

	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, OIMB-NGMD*
3. Receipt of Permit to Rehabilitate (PTR)	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 MODIFY (PTM) for Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

The permit authorizes the proponent to proceed with the modification of the proposed Downstream Natural Gas Facilities.

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 modify the Downstream Natural Gas Facilities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Legal Documentation	
1.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which includes the Environmental Compliance Certificate (ECC) from the DENR; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Environment and Natural Resources (DENR)
1.2 Applicable Endorsement and Building Permits from the Local Government Unit (LGU); (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.3 Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP); (3 copies: 2 sets hard copies and 1 electronic copy)	National Commission on Indigenous Peoples (NCIP)
1.4 Registration from the Department of Labor and Employment (DOLE); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Labor and Employment (DOLE)
1.5 Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP); (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Interior and Local Government – Bureau of Fire (DILG-BFP)
1.6 Sanitary Permit from the City Health Office; and (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.7 Other permits may be required by law or rules. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2. Technical Documentation	

2.1 Construction Plans and Designs	
2.1.1 Description of the actual DNG Facility for construction and its operational model;	
2.1.2 Detailed Engineering Design which should include but not be limited to Plot Plans and list of key buildings, other facilities, equipment/component, access roads, safety zones and distances;	
2.1.3 Execution programme for the proposed facility;	
2.1.3.1 A full detail of the arrangements and methods which the applicant/operator proposes to adopt for the execution of the works and milestones;	
2.1.3.2 The document shall provide a detailed plan for the complete works or Milestones comprising of: • Detailed Engineering Design, procurement, delivery, and civil works; • Erection and constructional works; • Detailed execution works including start and completion dates for each milestone; and • Pre-commissioning and commissioning tests and start up for works and milestones;	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.3.3 For the ease of project progress and schedule monitoring, activity network diagram and chart, the Applicant shall use Primavera P6 project management or MS Project or equivalent program as scheduling tools;	
2.1.4 Interface schedule (if any);	
2.1.5 Progress Measurement System (PMS);	
2.1.6 Manpower and construction equipment histograms;	
2.1.7 Management of change system;	
2.1.8 Maintenance of records system;	
2.1.9 A summary of the execution plan for the establishment of a professional Project Management Team for construction, installation, testing and commissioning;	
2.1.10 Detailed description of the Project Management Team for Natural Gas projects including the following information on organizational chart such as: i. Complete name; ii. Nationality; iii. Position; iv. Qualification; v. Specialization/ expertise;	

vi. Experience; vii. Role/ responsibilities; and viii. Certifications/ trainings;	
2.1.11 Third party quality assurance program validation: i. Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities, and equipment to be installed; ii. Safety and Quality Assurance Certifications of the materials to be used on the construction, facilities, and equipment; and iii. Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities, and equipment;	
2.1.12 Required contracts; • Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the proposed project including but not limited to EPC agreements;	
2.1.13 Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase);	
2.1.13.1 Environmental Risk Assessment and Management Plan	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.1.13.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.1.13.3 Facility Security Risk Assessment and Management Plan	
2.1.13.4 Disaster/ Emergency Preparedness and Response Plan	
2.1.13.5 Other areas of concern that the Operator may deem necessary	
3. Financial Documentation	
3.1 The Applicant shall submit the following: (3 copies: 2 sets hard copies and 1 electronic copy)	
3.1.1 Updated Financial Feasibility Study; and	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.1.2 Updated Work Program & Budget indicating the Applicant's ability to meet funding requirements.	
3.2 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
3.2.1 Financial Statements (FS);	

3.2.1.1 For corporations existing for more than two (2) years at the time of filing of application: - A certified true copy of the Annual Report or Audited FS for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.1.2 For newly organized corporations existing for less than two (2) years at the time of filing: - A certified true copy of the Annual Report or Audited FS or latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company where the Cash Balance indicated in the Unaudited FS must be substantiated by Bank Certification;	
3.2.2 Three (3)-Year Projected Cash Flow Statement indicating positive cash flows to support the construction, expansion, or modification of the project, when applicable;	
3.2.3 Proof of ability to raise funds through any or combination of the following:	
3.2.3.1 For Debt Financing • Loan agreements • Approved term loan facility • Existing available credit lines	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
3.2.3.2 For Equity • Internally Generated Fund - Certified true copy of Board Resolution Appropriating Funds for Construction and Operation from Retained Earnings - Documents to Support Additional Shareholders' Capital Infusion, i.e., Additional Paid-Up Capital, as approved by the SEC	
• Funds from Parent Company and/or Affiliates - Audited FS of the Parent Company and/or Affiliates; and - Board Resolution and Deed of Undertaking Indicating Fund Allocation to the Project based on its corresponding participating interest.	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*

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		*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		1 Working Day	*Admin Staff, OIMB-OD*
	1.4 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*

	1.5 Review of completeness of the submitted documentary requirements against the checklist. 1.5.1 If incomplete, issue a letter of rejection. 1.5.2 If complete, issue Billing Statement.			*OIMB-NGMD*
	1.5.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Modify (PTM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 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's approval.			*DNG-REC Members*
	2.7 Review and endorse application for the Undersecretary's approval			*DNG-REC* *Vice Chair Supervising Assistant Secretary*
	2.8 Review and approve the endorsed application		5 Working days	*DNG-REC* *Chair Supervising Undersecretary*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*

	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, OIMB-NGMD*
3. Receipt of Permit to Modify (PTM)	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.: DC2024-01-0007

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
1. Legal Documentation	
1.1 Updated Permitting Requirements of Other Government Agencies for the Operation of the Facility which shall include the following:	
1.1.1 Applicable regulatory permits from the DENR which includes the ECC from the DENR; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Environment and Natural Resources (DENR
1.1.2 Endorsement and Business Permits for Operation from the LGU; (3 copies: 2 sets hard copies and 1 electronic copy)	Local Government Unit (LGU), where the facility is located.
1.1.3 Registration and Permit to Operate from the DOLE; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Labor and Employment (DOLE)
1.1.4 Fire Safety Inspection Certificate from the BFP; (3 copies: 2 sets hard copies and 1 electronic copy)	Department of Interior and Local Government – Bureau of Fire (DILG-BFP)
1.1.5 Sanitary Permit from the City Health Office; (3 copies: 2 sets hard copies and 1 electronic copy) and	Local Government Unit (LGU), where the facility is located.
1.1.6 Other permits may be required by law or rules. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2. Technical Documentation	
2.1 Certificate of Completion (3 copies: 2 sets hard copies and 1 electronic copy)	
• This refers to the (a) Mechanical Completion Certificate; and (b) Testing & Commissioning Certificate (upon successful completion of	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*

performance test) signed by the EPC contractor with the conformity of the Operator's project manager;	
2.2 Summary list of buildings, facilities and equipment; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Guideline for Issuance of Operator's Permit per DC2024-01-0007*
2.3 Operational process flow with diagram; (3 copies: 2 sets hard copies and 1 electronic copy)	
• Description of operational process flow with diagram of building, facilities, and equipment for testing, commissioning, operation, repair and maintenance for DOE guidance and reference;	
2.4 HSSE Risk Assessment and Management Plan (Operation Phase); (3 copies: 2 sets hard copies and 1 electronic copy)	
• 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:	
2.4.1 Environmental Risk Assessment and Management Plan	
2.4.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.4.3 Facility Security Risk Assessment and Management Plan	
2.4.4 Disaster/ Emergency Preparedness and Response Plan	
2.4.5 Community social development program	
2.4.6 Other areas of concern that the Operator may deem necessary	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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.	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 ▪ *Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007*

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		*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		1 Working Day	Admin Staff, OIMB-OD
	1.4 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.5 Review completeness of submitted documentary requirements against the checklist. 1.5.1 If incomplete, issue a letter of rejection. 1.5.2 If complete, issue Billing Statement.			*OIMB-NGMD*

	1.5.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Operate and Maintain (POM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 Working Days	*Assigned Processor* *Oil Industry Management Bureau/Legal Services and Financial Services*
	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			*DNG-REC Members*
	2.7 Review and endorse application for Secretary's approval			*Supervising Assistant Secretary and Supervising Undersecretary*
	2.8 Review and approve the endorsed application		5 Working days	*Office of the Secretary (OSEC)*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer			*Admin Staff, OIMB-NGMD*

	feedback form/link via email			
3. Receipt of Permit to Operate and Maintain (POM)	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 Participant Accreditation for SUPPLIER

Department Circular No.: DC2024-01-0007

To authorize the participant to indulge in the importation and supply through the issuance of Accreditation for Supplier of the Natural Gas, LNG, and other related products 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 engage in the accreditation for the supply of Natural Gas, LNG, and other related products.

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); 1.2 Contact Person and Contact Details; and 1.3 Type of Accreditation applied for: • Supplier - Transporter - Importer - Bunker Trader; Vendor (from Indigenous source) - Exporter	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
2. Supporting documents required (1 copy)	
2.1 Supplier	
2.1.1 Articles of Incorporation/Certificate of Registration approved by the Securities and Exchange Commission (SEC) including Audited Financial Statements, if corporation; and Department of Trade and Industry (DTI) Registration, if single proprietorship;	Securities and Exchange Commission (SEC)
2.1.2 Duly executed Secretary's Certificate and Board Resolution naming its authorized representative/s;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
2.1.3 Business Permit;	Local Government Unit (LGU), where the facility is located.

2.1.4 Bureau of Internal Revenue (BIR) Registration for the applied business activity;	Bureau of Internal Revenue (BIR)
2.1.5 Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection (BFP), if applicable;	Bureau of Fire and Protection (BFP)
2.1.6 Certificate of Accreditation as Importer from the Bureau of Customs (BOC) for Transporter, Importer, and Bunker Trader, if required;	Bureau of Customs (BOC)
2.1.7 Duly executed redacted supply agreement from source; and 2.1.8 Executive Briefer of business operation; 2.1.9 Proof of payment of applicable fee; and 2.1.10 Other supporting and relevant documents that the law or rules may require. 2.2.3 Duly executed redacted supply agreement with buyer; 2.2.4 Executive Briefer of business operation; 2.2.5 Proof of payment of applicable fee; and 2.2.6 Other supporting and relevant documents that the law or rules may require.	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 2. The application must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007

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			*Admin Staff, OIMB-OD*
	1.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*
	1.3 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.4 Review of completeness of documents against checklist of requirement			*Assigned Processor, OIMB-NGMD*
	1.6 If incomplete, return to client.			*OIMB-NGMD*
	1.7 If complete, issue Billing Statement.			
	1.8 Issuance of Order of Payment for fees (Treasury)			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		*Collecting Officer, Treasury Division*
	2.2 Process application and prepare Accreditation for Supplier		4 Working days	*Science Research Specialist, Respective Division*

	2.3 Review, evaluate and act on the application			*Supv. SRS, Respective Division*
	2.4 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief, Respective Division*
	2.5 Review and endorse application for Director's approval		2 Working Days	*Assistant Director, OIMB-OD*
	2.6 Review and approve endorsed application			*Director, OIMB-OD*
	2.7 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.8 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email.			*Admin Staff, OIMB-OD*
3. Receipt of Accreditation for Supplier, Aggregator, and Reseller of Natural Gas	3.1 Release of application to client.		1 Working Day	*Admin Staff, Respective Division*
	3.2 File copy of the application and action for safekeeping.			
Total Number of Days			**7 Working Days**	

Issuance of the Participant Accreditation for AGGREGATOR

Department Circular No.: DC2024-01-0007

To authorize the participant to indulge in the importation and supply through the issuance of Accreditation for Aggregation of the Natural Gas, LNG, and other related products 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 engage in the accreditation for the aggregation of Natural Gas, LNG, and other related products.

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 ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
1.2 Contact Person and Contact Details; and	
1.3 Type of Accreditation applied for: • Aggregator	
2. Supporting documents required (1 copy)	
2.2 Aggregator	
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)
2.2.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
2.2.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
2.2.4 BIR Registration for the applied business activity;	Bureau of Internal Revenue (BIR)
2.2.5 FSIC from the BFP;	Bureau of Fire and Protection (BFP)

2.2.6 Duly executed redacted supply agreement from either domestic or foreign sources, or both; 2.2.7 Duly executed redacted supply agreement with buyer; 2.2.8 Executive Briefer of business operation; 2.2.9 Proof of payment of applicable fee; and 2.2.10 Other supporting and relevant documents that the law or rules may require.	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 2. The application must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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.	Provided by Applicant
5. Reportorial Requirements	Provided by Applicant ▪ Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007

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			*Admin Staff, OIMB-OD*
	1.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*

	1.3 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.4 Review of completeness of documents against checklist of requirement			*Assigned Processor, OIMB-NGMD*
	1.5 If incomplete, return to client.			*OIMB-NGMD*
	1.6 If complete, issue Billing Statement.			
	1.7 Issuance of Order of Payment for fees (Treasury)			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		*Collecting Officer, Treasury Division*
	2.2 Process application and prepare Accreditation for Aggregator		4 Working days	*Science Research Specialist, Respective Division*
	2.3 Review, evaluate and act on the application			*Supv. SRS, Respective Division*
	2.4 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief, Respective Division*
	2.5 Review and endorse application for Director's approval		2 Working Days	*Assistant Director, OIMB-OD*
	2.6 Review and approve endorsed application			*Director, OIMB-OD*
	2.7 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.8 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer			*Admin Staff, OIMB-OD*

	feedback form/link via email.			
3. Receipt of Accreditation for Supplier, Aggregator, and Reseller of Natural Gas	3.1 Release of application to client.		1 Working Day	*Admin Staff, Respective Division*
	3.2 File copy of the application and action for safekeeping.			
Total Number of Days			**7 Working Days**	

Issuance of the Participant Accreditation for RESELLER

Department Circular No.: DC2024-01-0007

To authorize the participant to indulge in the importation and supply through the issuance of Accreditation for Reselling of the Natural Gas, LNG, and other related products 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 engage in the accreditation for reselling of the Natural Gas, LNG, and other related products.

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 ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
1.2 Contact Person and Contact Details; and	
1.3 Type of Accreditation applied for: • Reseller	
2. Supporting documents required (1 copy)	
2.3 Reseller	
2.3.1 Articles of Incorporation/Certificate of Registration approved by the SEC including Audited Financial Statements, if corporation; and DTI Registration, if single proprietorship;	Securities and Exchange Commission (SEC)
2.3.2 Duly executed Secretary's Certificate and Board Resolution naming its authorized representative/s;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
2.3.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
2.3.4 BIR Registration for the applied business activity;	Bureau of Internal Revenue (BIR)
2.3.5 FSIC from the BFP;	Bureau of Fire and Protection (BFP)
2.3.6 Notarized certification on the supplier's contract/agreement with Natural Gas/ Liquefied Natural Gas (LNG) Supplier;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007

2.3.7 Executive Briefer of business operation;	
2.3.8 Proof of payment of applicable fee; and	
2.3.9 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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007

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			*Admin Staff, OIMB-OD*
	1.2 Receive application and assign to respective division			*Admin Staff, OIMB-OD*

	1.3 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.4 Review of completeness of documents against checklist of requirement			*Assigned Processor, OIMB-NGMD*
	1.9 If incomplete, return to client.			*OIMB-NGMD*
	1.10 If complete, issue Billing Statement.			
	1.11 Issuance of Order of Payment for fees (Treasury)			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		*Collecting Officer, Treasury Division*
	2.2 Process application and prepare Accreditation for Reseller		4 Working days	*Science Research Specialist, Respective Division*
	2.3 Review, evaluate and act on the application			*Supv. SRS, Respective Division*
	2.4 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief, Respective Division*
	2.5 Review and endorse application for Director's approval		2 Working Days	*Assistant Director, OIMB-OD*
	2.6 Review and approve endorsed application			*Director, OIMB-OD*
	2.7 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.8 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer			*Admin Staff, OIMB-OD*

	feedback form/link via email.			
3. Receipt of Accreditation for Supplier, Aggregator, and Reseller of Natural Gas	3.1 Release of application to client.		1 Working Day	*Admin Staff, Respective Division*
	3.2 File copy of the application and action for safekeeping.			
Total Number of Days			**7 Working Days**	

Issuance of the Acknowledgement to IMPORT LNG (ATI-LNG)

Department Circular No.: DC2024-01-0007

The Acknowledgement to Import LNG for Downstream Natural Gas Industry Participants as well as provide the proof that the importer 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 engage in the importation of LNG

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-Importation Notice (1 copy)	
1.1 Details of Pre-Importation Notice	
1.1.1 Name of Company and DOE-OIMB Accreditation No.;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
1.1.2 Estimated quantity;	
1.1.3 Specified quality of 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.	
2. Supporting Document: (1 copy)	
2.1 Proforma Invoice	
3. Post-Importation Documents (1 copy)	
3.1 Commercial Invoice;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
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 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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007

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			*Admin Staff, OIMB-OD*
	1.2 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.3 Review of completeness of documents against checklist of requirement			*Assigned Processor, OIMB-NGMD*
	1.4 If incomplete, return it to the client.			*OIMB-NGMD*

	1.5 If complete, issue Billing Statement.			
	1.6 Issuance of Order of Payment for fees (Treasury)			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 1,500.00		*Collecting Officer, Treasury Division*
	2.2 Process application and prepare Acknowledgement to Import LNG		4 working days	*Science Research Specialist, Respective Division*
	2.3 Review, evaluate and act on the application			*Supv. SRS, Respective Division*
	2.4 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief Respective Division*
	2.5 Review and endorse application for Director's approval		2 Working Days	*Assistant Director, OIMB-OD*
	2.6 Review and approve endorsed application			*Director, OIMB-OD*
	2.7 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.8 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email.			*Admin Staff, OIMB-OD*
3. Receipt of Acknowledgement to Import LNG	3.1 Release of application to client		1 Working Day	*Admin Staff, Respective Division*
	3.2 File copy of the application and action for safekeeping			
Total Number of Days			**7 Working Days**	

Issuance of the Acknowledgement to EXPORT LNG (ATE-LNG)

Department Circular No.: DC2024-01-0007

The Acknowledgement to Export LNG for Downstream Natural Gas Industry Participants as well as provide the proof that the exporter 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 engage in the exportation of LNG

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-Exportation Notice (1 copy)	
1.1 Details of Pre-Exportation Notice	
1.1.1 Name of Company and DOE-OIMB Accreditation No.;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
1.1.9 Type and quantity (volume) of LNG;	
1.1.10 ETL and ETA;	
1.1.11 Buyer of exported LNG;	
1.1.12 FOB price, freight, and insurance cost;	
1.1.13 Vessel particulars (name and voyage number); and	
1.1.14 Country and port of loading and discharge.	
2. Supporting Document: (1 copy)	
2.1 Proforma Invoice	
3. Post-Exportation Documents (1 copy)	
3.1 Commercial Invoice;	Provided by Applicant ▪ Annex B: Guidelines for Issuance of Participant's Accreditation per DC2024-01-0007
3.2 Export bill of lading;	
3.3 Certificate of quality; and	
3.4 Cargo manifest	
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial	

documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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 ▪ Annex C: Guideline for Submission of Reportorial Requirements per DC2024-01-0007

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			*Admin Staff, OIMB-OD*
	1.2 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.3 Review of completeness of documents against checklist of requirement			*Assigned Processor, OIMB-NGMD*
	1.4 If incomplete, return it to the client.			*OIMB-NGMD*
	1.5 If complete, issue Billing Statement.			
	1.6 Issuance of Order of Payment for fees (Treasury)			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 1,500.00		*Collecting Officer, Treasury Division*

	2.2 Process application and prepare Acknowledgement to Export LNG			*Science Research Specialist, Respective Division*
	2.3 Review, evaluate and act on the application		4 working days	*Supv. SRS, Respective Division*
	2.4 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			*Division Chief Respective Division*
	2.5 Review and endorse application for Director's approval			*Assistant Director, OIMB-OD*
	2.6 Review and approve endorsed application		2 Working Days	*Director, OIMB-OD*
	2.7 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.8 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email.			*Admin Staff, OIMB-OD*
3. Receipt of Acknowledgement to Export LNG	3.1 Release of application to client		1 Working Day	*Admin Staff, Respective Division*
	3.2 File copy of the application and action for safekeeping			
Total Number of Days			**7 Working Days**	

Issuance of ASSIGNMENT OR TRANSFER OF INTEREST OF OPERATORSHIP of Downstream Natural Gas Facilities

Department Circular No.: DC2024-01-0007

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. Legal Documentation	
1.1 Assignor's letter to the DOE Secretary, with attention to the DNG-REC Chair, requesting approval for the assignment or transfer of Permit or Operatorship with the reasons thereof; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Permit Application Guideline per DC204-01-0007*
1.2 Certified true copy of the assignment agreement; (3 copies: 2 sets hard copies and 1 electronic copy)	
1.3 Original copy of the Secretary's Certificate attesting to the board resolution authorizing the assignor's representative to sign the assignment agreement; (3 copies: 2 sets hard copies and 1 electronic copy)	
1.4 Original copy of the Secretary's Certificate attesting to the board resolution authorizing the assignee's representative to sign the assignment agreement; (3 copies: 2 sets hard copies and 1 electronic copy)	
1.5 Duly filled out covering information sheet showing a brief profile of the assignee (Annex A-2); (3 copies: 2 sets hard copies and 1 electronic copy)	
1.6 Certified true copies of the assignee's SEC Certificate of Registration and License to Do Business in the Philippines for foreign corporations, or DTI Registration, Articles of Incorporation and By-Laws, and latest Certificate of Amendment, whichever is applicable. The corporate purpose of the assignee shall include the authority to construct, operate and maintain DNG Facilities; (3 copies: 2 sets hard copies and 1 electronic copy)	
1.7 Certified true copy of the updated GIS of the assignee stamped-received by the SEC within twelve (12) months	

from date of the filing of application; and (3 copies: 2 sets hard copies and 1 electronic copy)	
1.8 Original copy of the Secretary's Certificate showing authority of the assignee's representative to apply, negotiate, sign, and execute documents in relation to the application. (3 copies: 2 sets hard copies and 1 electronic copy)	
2. Technical Documentation	
2.1 A summary of the company profile, business direction, strategy and major accomplishments in the DNG industry; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Permit Application Guideline per DC204-01-0007*
2.2 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; (3 copies: 2 sets hard copies and 1 electronic copy)	
2.3 Description of the qualifications and experience of key management, professional and technical personnel in the DNG Facility construction, operation and maintenance; (3 copies: 2 sets hard copies and 1 electronic copy)	
2.4 Disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities; (3 copies: 2 sets hard copies and 1 electronic copy)	
2.5 If assignee's affiliate's technical capability will be used, the Secretary's Certificate from said Affiliate confirming the existence of a board resolution authorizing the commitment of the identified technical capability to the proposed project; (3 copies: 2 sets hard copies and 1 electronic copy) and	
2.6 Other information that the assignor or assignee may deem necessary to support the application or as may be required by the DNG-REC. (3 copies: 2 sets hard copies and 1 electronic copy)	
3. Financial Documentation	
3.1 Proof of its financial closing to continuously fund the construction, operation, and maintenance of Downstream Natural Gas Facility. (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant ▪ *Annex A: Permit Application Guideline per DC204-01-0007*
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 submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, 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. 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 to date		*Records Officer, RMD*
	1.1 Endorse application to OIMB			*Admin Staff, Office of the Supervising Secretary*
	1.2 Receive application and assign to respective division		1 Working Day	*Admin Staff, OIMB-OD*
	1.3 Receive application and assign to respective section/ personnel			*Admin Staff, OIMB-NGMD*
	1.4 Review completeness of submitted documentary requirements against the checklist. 1.4.1 If incomplete, issue a letter of rejection 1.4.2 If complete, issue Billing Statement.			*OIMB-NGMD*

	1.4.3 Issuance of Order of Payment for fees (Treasury) and may require a supplementary supporting document for additional information.			*Accounting Division*
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	None to Date		*Collecting Officer, Treasury Division*
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Assignment or Transfer of Interest of Operatorship. 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		14 Working Days	*Assigned Processor,* *Oil Industry Management Bureau/Legal Services and Financial Services*
	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			*DNG-REC Members*
	2.7 Review and endorse application for Secretary's approval			*Supervising Assistant Secretary and Supervising Undersecretary*
	2.8 Review and approve the endorsed application		5 Working Days	*Office of the Secretary (OSEC)*
	2.9 Release approved application to respective division			*Admin Staff, OIMB-OD*
	2.10 Inform client that original copies are available for pick-up in OIMB-NGMD and provide customer feedback form/link via email			*Admin Staff, NGMD*
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**	

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	*Officer of the day/Assigned Processor* Oil Industry Management Bureau
	1.2 Receive request and assign to respective division	None		*Admin Staff* Office of the Bureau Director
	1.3 Receive request and assign to respective section/ personnel	None		*Admin Staff* 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		*Science Research Specialist* Respective Division / *Supervising Science Research Specialist* Respective Division / *Division Chief* Respective Division

	endorse to Office of the Bureau Director			
	1.7 Review and endorse for Director's approval	None	2 Working days	*Assistant Director* Office of the Bureau Director
	1.8 Review and approve endorsed letter	None		*Director* Office of the Bureau Director
	1.9 Release approved letter to respective division	None		*Admin Staff* Office of the Bureau Director
2. Receipt of requested data / statistics / information	2.1 Release of letter to client a. File copy of the application and action for safekeeping	None		*Admin Staff* 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. Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients ***(ISO Certified)***	3 working days	Simple Transaction
2. Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients ***(ISO Certified)***	20 working days	Highly Technical Transaction

Planning Division (PD)

PROCESSES	DURATION	CLASSIFICATION
3. Data Request Process for Simple Transactions	3 working days 7 working days	Simple Transaction 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[1]

Note: *This process is ISO Certified.*

Office or Division:	Policy Formulation and Research Division (PFRD)
Classification:	Simple Transaction (Data Available with PFRD)
Type of Transaction:	Government-to-Government, Government-to-Citizen, G2B
Who may avail:	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 1.1.1 FOI/ Info Center/ Email 1.1.2 Printed Documents/ letters/ walk-in clients 1.1.3 Text Messages (Viber/ Messenger)[2]	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. [10]	Records Management Division (RMD) Office of the Director, Energy Policy and Planning Bureau PFRD Staff
	1.2 Receipt of Data Request/Recording to Logbook/ Document Tracking System (DTS)			
	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 Supervising SRS
	1.6 Processing of requested data			Technical Staff, PFRD
	1.7 Review/ Endorsement for Approval of Output			Supervising SRS Chief, PFRD [3]

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

[1] Data available in the PFRD energy database.
[2] Included personal messages through text message, Viber and messenger from the researchers
[3] If the level of approval is director level, the DC is the endorser
[4] if the data requested are historical and available to the PFRD database and included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Chief and Director. However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.

Energy Policy and Planning Bureau Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients[5]

Note: *This process is ISO Certified.*

Office or Division:	Policy Formulation and Research Division
Classification:	Highly Technical Transaction
Type of Transaction:	Government-to-Government, Government-to-Citizen, G2B
Who may avail:	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 1.1.1 FOI/ Info Center/ Email/ 1.1.2 Printed Documents/ letters/ walk-in clients 1.1.3 Text Messages (Viber/ Messenger)[6]	Php2.00/ page (photocopy fee, if necessary) For more than ten (10) pages, a photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD	4 hrs.	Records Management Division (RMD) Office of the Director, Energy Policy and Planning Bureau PFRD Staff
	1.2 Receipt of Data Request/ Recording to Logbook/ EDMS			
	1.3 Screening Endorsement to Units			
	1.4 Receipt of data request by the Units for Recording to Logbook/ Document Tracking System (DTS)		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[7]			

	1.7.1 Processing of requested data - Data Research - Coordination with Concerned Units - Consolidation of inputs			
	1.8 Review/ Endorsement for Approval of Output		1.5 day	Supervising SRS/ Chief SRS, PFRD[8]
	1.9 Approval of Output			Chief, PFRD/ Dir. EPPB (as necessary)[9]
	1.10 Recording/ Transmittal of Output (Logbook/EDMS)			Clerk/ Concerned Staff/ Client, PFRD
Total Number of Days		**20 working days**		

[5] Data requested need further research, processing, and analysis
[6] Included personal messages through text message, Viber and messenger from the researchers
[7] If the data request is not available in the PFRD energy database, data request is endorsed to the concerned units, end of process for EPPB-PFRD. However, if the data request is partly available in the PFRD database, further research/ analysis and processing of data will be needed to complete the data requirements of the requesting party.
[8] If the level of approval is director level, the DC is the endorser
[9] if the data requested is included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Director (Please see the Operational Procedure on the Core process flow for the data provision of EPPB). However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.
[10] Half day is equivalent to 4 hours

PLANNING DIVISION (PD)

PROCESS

1. Data Request Process for Simple Transactions

Data Request Process

Office or Division:	Planning Division
Classification:	Simple Transaction and Complex Transaction
Type of Transaction:	Government-2-Government / Government-2-Citizen
Who may avail:	Students, Researchers, Government and other entities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter/Email of Request for Energy Data	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of request for energy data	1. Recording of received documents for RFID	None	0.5 Days	
1.1 Online				*EPPB – OD and Records Division*
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			*Clerk, Planning Division*
	1.2 Screening / Endorsement to Staff		2 Days* (or, 6 Days** for CT)	*Chief, Planning Division*
	1.3 Data requested available in the PD energy database			*Supervising SRS / Technical Staff, Planning Division*
	1.4 Processing of requested data			
	1.5 Review / Endorsement for Approval of Output		0.5 Day	*Chief, Planning Division*
	1.6 Approval of Output (as necessary)			*Director, EPPB*
	1.7 Recording / Transmittal of Output			Clerk/Concerned Staff
	1.8 Request Acknowledgement and Feedback			

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

**Simple data requests submitted by requesting party with available data within Planning Division (i.e., Philippine Energy Plan, Regional Energy Plans)*

***Complex data requests submitted by requesting party with available data coming from other DOE Units (i.e., Sectoral Development, Power/Oil Statistics)*

INTERNAL SERVICES

PROCESSES

1. Provision of Data/ Information to Other DOE Bureaus/ Services/ Offices/

2. Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, Other Agencies and Institutions (Local and International)

Provision of Data/ Information to Other DOE Bureaus/Services/Offices

Office or Division:	Energy Policy and Planning Bureau - 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: 1. Name and address of requesting party 2. Specific industry data/ statistics/ information needed 3. Intended use of data/ statistics/ information being requested	Office of the Director, EPPB

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 [1/2]
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: 1. Name and address of requesting party 2. Specific industry data/ Statistics/ information needed 3. Intended use of data/ statistics/ information being requested	Office of the Director

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 ○ Data research ○ Coordination with concerned units ○ Consolidation of inputs			*Supervising SRS/ Technical Staff*
	1.7 Review/ endorsement for approval of output		1.5 day	*Chief SRS*
	1.8 Approval of output (if necessary)			*Director, EPPB*
	1.9 Recording/ Transmittal of output (Logbook/ EDMS)			*Clerk/ Concerned Staff*
Total Number of Working Days			**20 Working Days**	

[1/] Information / Data requested is to be gathered from different units/ bureaus.
[2/] Request for Position papers/ presentations on energy issues

SERVICES

ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

SUMMARY OF PROCESES

External Services

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

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

Lighting and Appliance Testing Laboratory (LATL)

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

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

ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

Internal Services

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

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. Original (1) copy of Request for Laboratory Services 1 – External Form (GRFTL-SF-1)	Office of the ERTLS Director
2. Photocopy (1) of Official Receipt of Payment – Laboratory Services Fee	Customer
3. For students, (1) copy of endorsement letter from School Head to avail student discount	
4. Sample for analysis	

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	None	*ERTLS OD Staff / Technical Staff of the concerned Section of GRFTLD* *Note:* • *Geothermal Coal Section - coal and geothermal water samples* • *Processed Fuels Section - petroleum and biofuel samples* • *Geology Section- rock samples* • *Oil and Gas Section -*
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			
	1.3 Issues Request for Laboratory Services Billing Statement			

				geothermal gas, biogas or synthesis gas
	1.4 Approves the Laboratory Services Billing Statement			*ERTLS Director*
	1.5 Receives notification that a Billing Statement has been approved. a. Searches for the approved Billing Statement in COMS. b. Creates Order of Payment (OOP). c. Approves the OOP d. Sends a copy of the OOP to client's email.			*Accounting Unit, Financial Services*
2. Receipt of OOP and Payment of Laboratory Service Fee	1.1 Issues the Official Receipt for testing fee	Please see attached DOE Schedule of Fees and Charges CY 2023		*Cashier, Treasury Division*
	2.2 Consolidates photocopy of the Official Receipt	None	4 Hours	*ERTLS OD Staff*
	2.3 Transmits GRFTL SF-1 to the Office of the GRFTLD Chief SRS			*ERTLS OD Staff, GRFTLD Chief SRS Staff & GRFTLD Chief SRS*
	2.4 Issues Work Order (GRFTL SF-3) a. Dispatches GRFTL-SF-3 to the assigned GRFTLD Section		4 Hours	*GRFTLD Staff & GRFTLD Chief SRS*
	2.5 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (*Refer to*		8 Working Days	*GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and*

	page 4 – Conduct of Sample Preparation/ Testing/ Analysis) b. Prepares Results of Analysis c. Reviews and Endorses Transmittal Letter and Test Report to GRFTLD Chief SRS			*GRFTLD Chief SRS*
	2.6 Endorses Transmittal Letter and Test Report to ERTLS Director a. Affixes initial of supervisor of the concerned section and GRFTLD Chief SRS and signature of the ERTLS Director to the Transmittal Letter		1 Working Day	*Spvg. SRS, GRFTLD Chief SRS and ERTLS Director*
3. Pick up of Test Report and submission of ERTLS Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTLD-SF-5)]	3.1 Releases Test Report a.Receives copy of Test Report acknowledged by the customer b.Consolidates filled-out forms			*ERTLS OD Staff*
Total Number of Days			**10 Working Days**	

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS[a]

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (9 samples)[b]	additional 3 days for every 1 - 3 sample/s in excess of 9 samples
PNS Test for B100 (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
PNS Test for E100 (15 samples)[b]	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
PNS Test for Fuel Oil (Industrial) (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
PNS Test for Gasoline (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples

PNS Test for Kerosene (15 samples)	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
Non-PNS Test for Diesel (15 samples)[b]	additional 4 days for every 1 - 4 sample/s in excess of 15 samples
Non-PNS Test for Gasoline (15 samples)[b]	additional 4 days for every 1 - 4 sample/s in excess of 15 samples
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (6 samples)	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
Geothermal-Coal Section	
Heating Value, Residual Moisture, and Sulfur Analysis with Sample Preparation (6 samples per batch)	additional 2 days for every 1 - 3 sample/s in excess of 6 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) and Residual Moisture with Sample Preparation (4 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 4 samples
• *For batch analyses without sample preparation, testing may be completed earlier than 10 working days.* • *For batch analyses with sample preparation up to maximum of 5 days, 3 samples per batch only.*	
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

	Geothermal-Coal Section Laboratory Services	Amount	Remarks
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_2)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO_4)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	

Geoscientific Research and Fuel Testing Laboratory Division
Schedule of Fees and Charges CY 2023

Oil and Gas Section Laboratory Services		Amount	Remarks
3	**Oil and Gas**		
	Automotive LPG		
	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
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		
	Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
	Succeeding Run	1,650.00	
	Total Acidity (as Acetic Acid) in Bioethanol	550.00	
	Crude Oil		
	C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
	Degree API Gravity of Oil ContainingWater and Sediments	590.00	
	Degree API Gravity of Oil Without Sample Preparation	450.00	
	Extractable Organic Matter (EOM)	5,220.00	
	Fractional Distillation of Crude Oil	1,880.00	
	Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
	Separation of Crude Oil / Petroleum from Water and Sedimets	600.00	
	Gas Condensate		
	Carbon Dioxide (CO_2) in Gas Condensate	1,400.00	
	Hydrogen Sulfide (H_2S) 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	

Oil and Gas Section Laboratory Services		Amount	Remarks
	S34 Isotope in Various Samples	13,600.00	
	Succeeding Run	8,650.00	
	Natural Gas and Biogas		
	CO_2 and H_2S Gases	1,250.00	
	Hydrocarbon Gases (C1-C4)	3,500.00	
	Inorganic gases Plus Methane (N2, H2, Ar, O2, He, C1)	3,350.00	
	Source Rock and Cuttings		
	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, pHe	600.00	New
	Aromatics with Oxygenates, % Volume	6100.00	
	Aromatics, % Volume	4,600.00	
	Ash (Sulfated), % Mass	1,900.00	
	Ash, % Mass	1,900.00	
	Carbon Residue (Conradson), % Mass	1,100.00	
	Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
	Carbon Residue (MCRT), % Mass	1,100.00	
	Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
	Cetane Number	10,600.00	
	Cetane Number, Calculated	2,300.00	
	Cloud Point, °C	1,100.00	
	Color, ASTM (Automated)	950.00	New
	Color, ASTM (Manual)	600.00	
	Copper Corrosion Test	2,400.00	
	Density/Specific Gravity (Densitometer)	750.00	
	Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
	Distillation Characteristics, °C	1,900.00	
	Distillation Temperature (AET), °C	2,800.00	
	Electrical Conductivity, uS/m	650.00	New
	Existent Gum, mg/100mL	3,200.00	New
	FAME and Methyl Laurate, % Volume - GC	7,300.00	New
	Succeeding Run	4,600.00	New
	FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
	Flash Point (COC), °C	1,400.00	
	Flash Point (PM), °C	1,000.00	
	Gasoline Analyzer	1,000.00	
	Group I & II Metals and Phophorous, ppm	7,500.00	New
	Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
	Succeeding Run	4,400.00	New

	Processed Fuels Section Laboratory Services	Amount	Remarks
	Insolubles, % Mass		
	Pentane	1,700.00	
	Toluene	1,800.00	
	Kinematic Viscosity, mm^2/s	1,100.00	
	Lead in Gasoline, g/L (XRF)	2,100.00	
	Lubricity, Micron	5,900.00	New
	Octane Number, RON (CFR)	10,400.00	
	Oxidation Stability, Hours	4,600.00	
	Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	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 Other Services		Amount	Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	
	(excluding Sample Preparation and Analysis)		
	For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
	Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
	Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	

LIGHTING AND APPLIANCE TESTING LABORATORY (LATL)

PROCESSES

1. Inspection of Generic Models / Exempted Products for Air Conditioners ***(ISO Certified)***
2. Inspection of Generic Models / Exempted Products for Refrigerating Appliances ***(ISO Certified)***
4. 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). ***Note:*** a. Client registers to ERTLS-OSMS only once;	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. 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 normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS				
2 Request for inspection by filling-out service request form through ERTLS-OSMS. ***Note:*** a. Client must upload photo/media of inspection sample/s. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will	2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment.	N / A	4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS,* *LATL*

revert to manual receiving and processing of inspection request/s.	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.	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			*Chief SRS, LATL*
	3.4 Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5 Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS / Supv. SRS, LATL*
4 Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 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	*Collection Officer, Treasury Division*
	4.2 Approve the service request.			*Chief SRS, LATL*

			OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.3 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*
5 Bring/send the inspection sample/s to DOE-LATL-AES. ***Note:*** a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	5.1 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. 5.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected 5.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model	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*

	brought by the client.			
	5.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms. **Note:** If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.			
	5.5 If the sample is requested for inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not. **Note:** If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
6 Sign and conforme to the inspection form/s once the inspection is conducted.	6.1 Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N / A	3 Working Days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	6.2 Review and approve the individual inspection report, summary matrix of individual inspection report,			*Sr. SRS / Supv. SRS, LATL*

	and transmittal letter			
	6.3 Review and sign the transmittal letter.			*Chief SRS / Director, LATL*
	6.4 Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
7. The client will receive the inspection report through ERTLS-OSMS. ***Note:*** Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N / A	N / A	N / A	N / A
8. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.	N / A	N / A	N / A	N / A
Total Number of Days			**5 Working Days**	

Inspection of Generic Models / Exempted Products for Refrigerating Appliances

Note: *This process is ISO Certified.*

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)
Classification:	Highly Technical 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). ***Note:*** 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*

skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS				
2. Request for inspection by filling-out service request form through ERTLS-OSMS. ***Note:*** a. Client must upload photo/media of inspection sample/s. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to	2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment. ERTLS-OSMS will notify the client to	N / A	4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS*, *LATL*

manual receiving and processing of inspection request/s.	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		*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			*Chief SRS, LATL*
	3.4 Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5 Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	4.1 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	*Collection Officer, Treasury Division*
	4.2 Approve the service request.			*Chief SRS, LATL*

through ERTLS-OSMS.			OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.3 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*
5. Bring/send the inspection sample/s to DOE-LATL-AES. ***Note:*** a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	5.1 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. 5.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected 5.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model	Corresponding fees should already have been paid in step 5.	Inspection of Refrigerating Appliances – up to 5 units per 1 working day	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*

	brought by the client.			
	5.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms. **Note:** If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.			
	5.5 If the sample is requested for inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not. **Note:** If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
6. Sign and conforme to the inspection form/s once the inspection is conducted.	6.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N / A	3 Working Days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	6.2 Review and approve the individual inspection report, summary matrix of individual			*Sr. SRS / Supv. SRS, LATL*

	inspection report, and transmittal letter			
	6.3 Review and sign the transmittal letter.			*Chief SRS / Director, LATL*
	6.4 Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
7 The client will receive the inspection report through ERTLS-OSMS. ***Note:*** Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N / A	N / A	N / A	N / A
8 Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.	N / A	N / A	N / A	N / A
Total Number of Days			**5 Working Days**	

Inspection of Generic Models / Exempted Products for 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	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;	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. 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 normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS				
2. Request for inspection by filling-out service request form through ERTLS-OSMS. ***Note:*** a. Client must upload photo/media of inspection sample/s. b. If ERTLS-OSMS is not working (i.e., system malfunction,	2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click “approve” if there are no corrections on the Service Request. Click “request for correction” if there is a correction on the Service Request. ERTLS-OSMS will notify the client to	N / A	4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS*, *LATL*

server down, etc.), LATL will revert to manual receiving and processing of inspection request/s.	request for order of payment. 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.	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			*Chief SRS, LATL*
	3.4 Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5 Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS / Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE	4.1 Verify client's payment through ERTLS-OSMS.	Php 600.00 per model	4 Hours	*Collection Officer, Treasury Division*

Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.2 Approve the service request.		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.	*Chief SRS, LATL*
	4.3 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*
5. Bring/send the inspection sample/s to DOE-LATL-AES. ***Note:*** a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS	5.1 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	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected			
	5.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical			

b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	inspection to the actual base model brought by the client. 5.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms. **Note:** If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form. 5.5 If the sample is requested for inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not. **Note:** If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
6. Sign and conforme to the inspection form/s once the inspection is conducted.	6.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N / A	3 Working Days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	6.2 Review and approve the individual inspection report,			*Sr. SRS / Supv. SRS, LATL*

	summary matrix of individual inspection report, and transmittal letter			
	6.3 Review and sign the transmittal letter.			*Chief SRS / Director, LATL*
	6.4 Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
7 The client will receive the inspection report through ERTLS-OSMS. ***Note:*** Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N / A	N / A	N / A	N / A
8 Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-	N / A	N / A	N / A	N / A

OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.				
Total Number of Days			**5 Working Days**	

Inspection of Generic Models / Exempted Products for Television Set

Note: *This process is ISO Certified.*

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Citizen, 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). ***Note:*** a. Client registers to ERTLS-OSMS only once;	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. 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 normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS				
2 Request for inspection by filling-out service request form through ERTLS-OSMS. ***Note:*** a. Client must upload photo/media of inspection sample/s. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL	2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click “approve” if there are no corrections on the Service Request. Click “request for correction” if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment.	N / A	4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS*, *LATL*

will revert to manual receiving and processing of inspection request/s.	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.	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			*Chief SRS, LATL*
	3.4 Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5 Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS / Supv. SRS, LATL*
4 Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 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,	*Collection Officer, Treasury Division*
	4.2 Approve the service request.			*Chief SRS, LATL*

			duration is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.3 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*
5 Bring/send the inspection sample/s to DOE-LATL-AES. ***Note:*** a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	5.1 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. 5.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected 5.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client.	Corresponding fees should already have been paid in step 5.	Inspection of Television Sets – up to 5 units per 1 working day	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*

	5.4 If generic model is the same as its base model, the client will sign and conforme the inspection forms. **Note:** If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.			
	5.5 If the sample is requested for inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not. **Note:** If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
6 Sign and conforme to the inspection form/s once the inspection is conducted.	6.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N / A	3 Working Days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	6.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter			*Sr. SRS / Supv. SRS, LATL*

	6.3. Review and sign the transmittal letter.			*Chief SRS / Director, LATL*
	6.4. Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
7. The client will receive the inspection report through ERTLS-OSMS. ***Note:*** Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N / A	N / A	N / A	N / A
8. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.	N / A	N / A	N / A	N / A
Total Number of Days			**5 Working Days**	

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 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A 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;	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	N / A	N / A	*Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory*

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 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	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.			
	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	2.1 Receive the request of the client through ERTLS-OSMS	N / A	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*

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.	N / A		*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
	3.3. Approve the BS			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS / Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to	4.1. Verify client's payment	Please refer to the table of	4 Hours	*Collection Officer,*

DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	through ERTLS-OSMS	Test Samples and Fees)	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.	*Treasury Division*
	4.2. Approve the service request	N / A		*Chief SRS, LATL*
	4.3. 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*
5. Bring/send equipment for calibration to DOE-LATL-CIC	5.1. 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	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
	5.2. Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service			
	5.3. Conduct Calibration		**Electrical Instruments** • DPM – 1.5 Working Days (5 points per parameter inclusive of voltage, current and power)	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*

			• DMM – 1.5 Working Days (5 points per parameter inclusive of voltage, current and resistance) • AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) • AC/DC Ammeters – 1.5 Working Days (5 points per parameter) • Ohmmeter – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter) • Clamp Meter – 1.5 Working Days (5 points per parameter inclusive of voltage, current and resistance) Note: Additional 0.1 day (48 minutes) per additional	

			requested points	
	5.4. Compute for measurement uncertainty		1 Working Day and 4 hours	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	5.5. Prepare calibration certificate		1 Working Day	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	5.6. Review and approve calibration certificate		1 Working Day	*Sr. SRS / Supv. SRS / Chief SRS,* LATL
	5.7. Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.			*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
6. 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
7. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS	N / A	N / A	N / A	N / A

then claim/retrieve the calibrated equipment at LATL-CIC				
Total Number of Days				**6.5 Working Days**

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 (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	1.1. Assist client in registration to ERTLS-OSMS **Note:** If a client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not	N / A	N / A	*Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory*

proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. 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	operating properly or has physical damages, DOE-LATL-CIC will not process the service request and decline from calibrating the equipment.			
	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	N / A	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. ERTLS-OSMS will notify the client to request for order of payment.			*SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*

3. Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.			*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
	3.3. Approve the BS			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.	N / A		*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS / Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.4. 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	*Collection Officer, Treasury Division*
	4.5. Approve the service request	N / A		*Chief SRS, LATL*

			duration of the process will resume once the payment has been made.	
	4.6. 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*
5. Bring/send equipment for calibration to DOE-LATL-CIC	5.8. 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	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
	5.9. Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service			
	5.10. Conduct Calibration		**Temperature Instruments** • PRT – 2 Working Days per 5 points • RTD – 2 Working Days per 5 points • LIG – 2 Working Days per 5 points • Thermocouple – 2 Working Days per 5 points	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
	5.11. Compute for measurement uncertainty		1 Working Day and 4 hours	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL

	5.12. Prepare calibration certificate		1 Working Day	*SRS I / SRS II / Sr. SRS / Supv. SRS*, LATL
	5.13. Review and approve calibration certificate			*Sr. SRS / Supv. SRS / Chief SRS,* LATL
	5.14. Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.		1 Working Day	*SRS I / SRS II / Sr. SRS / Supv. SRS*, LATL
6. 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
7. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N / A	N / A	N / A	N / A
Total Number of Days				**7 Working Days**

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 (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 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;	1.1. Assist client in registration to ERTLS-OSMS **Note:** When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any	N/A	N/A	*Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory*

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 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.	indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-LATL-LOD will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).			
	1.2. Review and approve the Client Registration			*Chief SRS, LATL*
2. 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. **Note:** c. Upload photos or videos of equipment to be tested. d. If ERTLS-OSMS is not working (i.e., system	2.1. Receive the request of the client through ERTLS-OSMS	N/A	4 Hours	*Lab. Tech II / SRA/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 is a correction on the Service Request. ERTLS-OSMS			*SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL*

malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	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.	N/A		*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*

4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 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.	*Collection Officer, Treasury Division*
	4.1 Approve the service request	N/A		*Chief SRS, LATL*
	4.2 Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
5. Bring/send test samples to DOE-LATL-LOD Test Facility **Note:** Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service	5.1 Receive the Test sample(s) **Note:** DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s)	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	3.2 Process the request through ERTLS-OSMS and indicate			

	the date of start of testing and the expected end date of the service			
	3.3 Conduct the Test Request		• Electrical and Photometric Characteristics of Omnidirectional /Nondirectional light sources zero ageing – 1 Working Day/ Sample • Electrical and Photometric Characteristics of Omnidirectional /Nondirectional light sources initial reading test with 100 hours ageing – 5 Working Days/Sample; 25 Calendar Days/Batch of 20 • 2,000 hours Lumen Maintenance test for fluorescent lamps – 111 Calendar Days/Batch of 20 • Life Test for fluorescent lamps – 293 Calendar Days/Batch of 20 (Note: The duration of the test is based on the rated lamp life declared by the client) • Endurance Test – Supply Switching Test	

			(SST) – 13-28 Calendar Days/Batch of 10 (Note: No. of days is dependent on the rated life of the test sample) • Endurance Test-Temperature Cycling Test (TCT) – 52 Working Days/Batch of 10 • LED Lamps Lumen Maintenance – 177 to 270 Calendar Days/Batch of 20 (Note: No. of days is dependent on the Rated Lamp Life) Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample	
	3.4 Prepare and generate Test Report/s		1 Working Day	*Lab. Tech II/ SRA/SRS I/SRS II*
	3.5 Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day and 4 Hours	*Sr. SRS/Supv. SRS, LATL*
	3.6 Approve and sign the transmittal letter			*Chief SRS/ Director, LATL*
	3.7 Upload test report and transmittal letter to ERTLS-			*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL

	OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download			
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD section for updates on the status of service.	N/A	N/A	N/A	N/A
7. 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/Nondirectional light sources zero ageing	5 Working Days/Sample
Electrical and photometric characteristics of Omnidirectional/Nondirectional light sources initial rating test with 100 hours ageing	9 Calendar Days/Sample 29 Calendar Days/Batch of 20
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20	115 Calendar Days/Batch of 20
Life Test for Fluorescent Lamps	297 Calendar Days/Batch

	Note: The total number of days duration is based on the rated lamp life declared by the client.
Endurance Test – Supply Switching Test (SST)/Batch of 10	17 to 32 Calendar Days/Batch **Note:** No. of days is dependent on the rated life of the test sample
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10	56 Calendar Days/Batch
LED lamps lumen maintenance/Batch of 20	181 to 274 Calendar Days/Batch **Note:** No. of days is dependent on the Rated Lamp Life
Electrical Measurements (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 –	**Php 2,200.00/ Batch**
10W-22W LFL and CFL Life Test (1,900 hrs)	**Php 11,580.00/Batch**
10W-22W LFL and CFL Lumen Maintenance	**Php 19,200.00/Batch**
10W-22W LFL and CFL Life Test every next 1,000 hrs –	**Php 2,200.00/Batch**
10W-22W LFL and CFL Photometric with Ageing–	**Php 10,500.00/Batch**
23W-32W LFL and CFL Life Test (100 hrs) –	**Php 7,720.00/Batch**
23W-32W LFL and CFL Life Test (1,900 hrs)	**Php 13,480.00/Batch**
23W-32W LFL and CFL Lumen Maintenance	**Php 21,200.00/Batch**
23W-32W LFL and CFL Life Test every next 1,000 hrs –	**Php 3,200.00/Batch**
33W-40W LFL and CFL Life Test (100 hrs)	**Php 7,800.00/Batch**
33W-40W LFL and CFL Life Test (1,900 hrs)	**Php 15,000.00/Batch**
33W-40W LFL and CFL Lumen Maintenance	**Php 22,800.00/Batch**

33W-40W LFL and CFL Life Test every next 1,000 hrs	**Php 4,000.00/Batch**
Other Light Sources above 40W-100W @ 100 hrs Life Test	**Php 8,400.00/Batch**
Other Light Sources above 40W-100W @ 1,900 hrs Life Test-	**Php 26,400.00/Batch**
Other Light Sources above 40W-100W Lumen Maintenance	**Php 34,800.00/Batch**
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	**Php 10,000.00/Batch**
Other Light Sources above 100W-200W @ 100 hrs Life Test	**Php 9,400.00/Batch**
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	**Php 45,400.00/Batch**
Other Light Sources above 100W-200W Lumen Maintenance	**Php 54,800.00/Batch**
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	**Php 20,000.00/Batch**

Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry

Note: *This process is ISO Certified.*

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-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 (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 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:	1.1. Assist client in registration to ERTLS-OSMS **Note:** When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any	N/A	N/A	*Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory*

a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.	indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-LATL-LOD will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s). 1.2. Review and approve the Client Registration			*Chief SRS, LATL*
2. 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. **Note:** a. Upload photos or videos of equipment to be tested	2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click “approve” if there are no corrections on the Service Request. Click “request for correction” if there is a	N/A	4 Hours	*Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL* *SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL*

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.	correction on the Service Request. 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.	N/A		*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS			*Chief SRS, LATL*
	3.4. Received notification that a BS has been approved. Search for the BS in COMS and create OOP. Approved OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to			*Sr. SRS/Supv. SRS, LATL*

	continue to the next step).			
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 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.	*Collection Officer, Treasury Division*
	4.3 Approve the service request	N/A		*Chief SRS, LATL*
	4.4 Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
5. Bring/send test samples to DOE-LATL-LOD Test Facility **Note:** Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service.	5.1 Receive the Test sample(s) **Note:** DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s)	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	5.2 Process the request through ERTLS-OSMS and indicate the		N/A	

	date of start of testing and the expected end date of the service			
	5.3 Conduct Test Request		• Electrical and Photometric Characteristics of Omnidirectional /Nondirectional light sources zero ageing – 1 Working Day/ Sample • Electrical and Photometric Characteristics of Omnidirectional /Nondirectional light sources initial reading test with 100 hours ageing – 5 Working Days/Sample; 25 Calendar Days/Batch of 20 • 2,000 hours Lumen Maintenance test for fluorescent lamps – 111 Calendar Days/Batch of 20 • Life Test for fluorescent lamps – 293 Calendar Days/Batch of 20 (Note: The duration of the test is based on the rated lamp life declared by the client) • Endurance Test – Supply Switching Test (SST) – 13-28	

			Calendar Days/Batch of 10 (Note: No. of days is dependent on the rated life of the test sample) • Endurance Test-Temperature Cycling Test (TCT) – 52 Working Days/Batch of 10 • LED Lamps Lumen Maintenance – 177 to 270 Calendar Days/Batch of 20 (Note: No. of days is dependent on the Rated Lamp Life) • Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample	
	5.4 Prepare and generate Test Report/s		1 Working Day	*Lab. Tech II/ SRA/SRS I/SRS II*
	5.5 Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day and 4 Hours	*Sr. SRS/Supv. SRS, LATL*
	5.6 Approve and sign the transmittal letter			*Chief SRS/ Director, LATL*
	5.7 Upload test report and transmittal letter to ERTLS-			*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL

	OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download			
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD section for updates on the status of service.	N/A	N/A	N/A	N/A
7. 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/Nondirectional light sources zero ageing	5 Working Days/Sample
Electrical and photometric characteristics of Omnidirectional/Nondirectional light sources initial rating test with 100 hours ageing	9 Calendar Days/Sample 29 Calendar Days/Batch of 20
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20	115 Calendar Days/Batch of 20
Life Test for Fluorescent Lamps	297 Calendar Days/Batch

	Note: The total number of days duration is based on the rated lamp life declared by the client.
Endurance Test – Supply Switching Test (SST)/Batch of 10	17 to 32 Calendar Days/Batch **Note:** No. of days is dependent on the rated life of the test sample
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10	56 Calendar Days/Batch
LED lamps lumen maintenance/Batch of 20	181 to 274 Calendar Days/Batch **Note:** No. of days is dependent on the Rated Lamp Life
Electrical Measurements (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 –	**Php 2,200.00/Batch**
10W-22W LFL and CFL Photometric with Ageing–	**Php 10,500.00/Batch**
23W-32W LFL and CFL Life Test (100 hrs) –	**Php 7,720.00/Batch**
23W-32W LFL and CFL Life Test (1,900 hrs)	**Php 13,480.00/Batch**
23W-32W LFL and CFL Lumen Maintenance	**Php 21,200.00/Batch**
23W-32W LFL and CFL Life Test every next 1,000 hrs –	**Php 3,200.00/Batch**
33W-40W LFL and CFL Life Test (100 hrs)	**Php 7,800.00/Batch**
33W-40W LFL and CFL Life Test (1,900 hrs)	**Php 15,000.00/Batch**
33W-40W LFL and CFL Lumen Maintenance	**Php 22,800.00/Batch**

33W-40W LFL and CFL Life Test every next 1,000 hrs	**Php 4,000.00/Batch**
Other Light Sources above 40W-100W @ 100 hrs Life Test	**Php 8,400.00/Batch**
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	**Php 26,400.00/Batch**
Other Light Sources above 40W-100W Lumen Maintenance	**Php 34,800.00/Batch**
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	**Php 10,000.00/Batch**
Other Light Sources above 100W-200W @ 100 hrs Life Test	**Php 9,400.00/Batch**
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	**Php 45,400.00/Batch**
Other Light Sources above 100W-200W Lumen Maintenance	**Php 54,800.00/Batch**
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	**Php 20,000.00/Batch**

Energy Performance Testing of Directional Light Sources Using Gonio Photometry

Note: *This process is ISO Certified.*

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

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 (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 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;	1.1. Assist client in registration to ERTLS-OSMS **Note:** When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any	N/A	N/A	*Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory*

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 normal processing time; d. For special cases of testing, client may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.	indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-LATL-LOD will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).			
	1.2. Review and approve the Client Registration			*Chief SRS, LATL*
2. 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. **Note:** a. Upload photos or videos of equipment to be tested b. If ERTLS-OSMS is not working (i.e., system	2.1. Receive the request of the client through ERTLS-OSMS	N/A	4 Hours	*Lab. Tech II / SRA/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 is a correction on the Service Request.			*SRA/SRS I/SRS II, Sr. SRS/ Supv. SRS,LATL*

malfunction, server down, etc.), LATL will revert to manual receiving and processing of service 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.	N/A		*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).			
	3.3. Approve the BS			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*

4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 Verify payment through ERTLS-OSMS	• Gonio Photometry – **Php 11,600.00/ Sample** • Electrical Measurement - **Php 440.00/ Batch**	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	*Collection Officer, Treasury Division*
	4.2 Approve the service request	N/A		*Chief SRS, LATL*
	4.3 Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
5. Bring/send test samples to DOE-LATL-LOD Test Facility **Note:** Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service	5.1 Receive the Test sample(s) **Note:** DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s)	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	*Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL*
	5.2 Process the request through ERTLS-OSMS and indicate			

	the date of start of testing and the expected end date of the service			
	5.3 Conduct the Test Request		• Electrical and Photometric Characteristics of Directional light sources – 1 Working Day/ Sample • Electrical Measurements (Other Electrical Devices) – 1 Working Day/ Sample	
	5.4 Prepare and generate Test Report/s		1 Working Day	*Lab. Tech II/ SRA/SRS I/SRS II*
	5.5 Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day and 4 Hours	*Sr. SRS/Supv. SRS, LATL*
	5.6 Approve and sign the transmittal letter			*Chief SRS/ Director, LATL*
	5.7 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
6. The client will receive the test report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-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.				
7. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-LOD	N/A	N/A	N/A	N/A

Performance Tests	**Total Number of Days**
Electrical and photometric characteristics of Directional light sources zero ageing	5 Working Days/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 (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 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;	1.1. Assist client in registration to ERTLS-OSMS **Note:** For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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*

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 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.	1.2. Review and approve the Client Registration			*Chief SRS, LATL*
2. Request testing service by filling-out service request form through ERTLS-OSMS. **Note:** a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and	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			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*

processing of service requests.	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		*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			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the	4.1 Verify payment through ERTLS-OSMS	• Testing of Air Conditioner (Full load)	4 Hours	*Collection Officer, Treasury Division*

proof of payment through ERTLS-OSMS.		**Php 12,400.00** • Testing of Air Conditioner (Half load) **Php 12,400.00**	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.	
	4.2 Approve the service request	N/A		*Chief SRS, LATL*
	4.3 Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
5. Bring/send test samples to DOE-LATL-AES Test Facility **Note:** a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	5.1 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	• Testing of Air Conditioners – 1 unit per 1 working day (fixed type) • Testing of Air Conditioners- 1 unit per 2 working days (variable type)	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.2 Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service			
	5.3 Conduct of energy performance test/s ***Note:*** For split type air conditioner, the client shall bring their own technician			

	to install the unit in DOE-LATL-AES.			
	5.4 Prepare the test report/s and transmittal letter.		Testing of Air Conditioners – 1 unit per 1 working day	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.5 Review and approve the test report/s and review transmittal letter.		1 Working Day	*Sr. SRS / Supv. SRS, LATL*
	5.6 Review and sign the transmittal letter		1 Working Day	*Chief SRS/ Director, LATL*
	5.7 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A

7. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-AES	N/A	N/A	N/A	N/A

Performance Tests	**Total Number of Days**
Air Conditioner (fixed speed)	5.5 Working Days
Air Conditioner (variable speed)	6.5 Working 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 (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 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	1.1. Assist client in registration to ERTLS-OSMS **Note:** For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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*

this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS. **Note:** a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS	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			*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*

	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		*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			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	4.1 Verify payment through ERTLS-OSMS	• Testing of Refrigerator – Complete Test **Php 24,000.00** • Testing of Refrigerator	4 Hours Note: There are cases where client is unable to pay at once	*Collection Officer, Treasury Division*

through ERTLS-OSMS.		– Partial Test **Php 14,200.00** • Ice Making Test (Optional) **Php 10,000.00** • Freezing Capacity (Optional) **Php 10,000.00**	after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.3 Approve the service request	N/A		*Chief SRS, LATL*
	4.4 Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
5. Bring/send test samples to DOE-LATL-AES Test Facility **Note:** a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	5.1 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	• Refrigerator storage temperature test – 1 Unit- 10 working days. • Refrigerator energy consumption test – 1 unit- 18 working days. • Refrigerator freezing capacity test – 1 unit- 5 working days. • Refrigerator ice-making test – 1 unit- 5 working days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.2 Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service			
	5.3 Conduct of energy performance test/s			
	5.4 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*

	5.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	*Sr. SRS / Supv. SRS, LATL*
	5.6 Review and sign the transmittal letter		1 Working Day	*Chief SRS/ Director, LATL*
	5.7 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
7. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-AES	N/A	N/A	N/A	N/A

Performance Tests	Total Number of Days
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 (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 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 **Note:** 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			*Chief SRS, LATL*

proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.	Client Registration			
2. Request testing service by filling-out service request form through ERTLS-OSMS. **Note:** a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS	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			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 Verify payment through ERTLS-OSMS	Testing of Clothes Washing Machines - **Php 21,400.00**	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration	*Collection Officer, Treasury Division*
	4.2 Approve the service request			*Chief SRS, LATL*

			is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.3 Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
5. Bring/send test samples to DOE-LATL-AES Test Facility **Note:** a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	5.1 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	Testing of Clothes Washer – 4 units per 7 working days	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	1.1 Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service			
	1.2 Conduct of energy performance test/s			
	1.3 Prepare the test report/s and transmittal letter		Testing of Clothes Washing Machines – 2 working days per unit	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	1.4 Review and approve the test report/s and review transmittal letter.		1 Working Day	*Sr. SRS / Supv. SRS, LATL*

	1.5 Review and sign the transmittal letter		1 Working Day	*Chief SRS/ Director, LATL*
	1.6 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
7. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-AES	N/A	N/A	N/A	N/A
Total Number of Days		**12.5 Working Days**		

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 (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 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;	1.1. Assist client in registration to ERTLS-OSMS **Note:** For special cases of testing, client may prefer to call beforehand to check if LATL can render the service	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*

c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.				
2. Request testing service by filling-out service request form through ERTLS-OSMS. **Note:** a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS	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			*Chief SRS, LATL*
	3.4. Receive notification that a BS has been approved. Search for the BS in COMS and create OOP. Approve OOP and send it to the client's email.			*Accounting Division*
	3.5. Receive OOP from Accounting Division. LATL confirms receipt of OoP by uploading it to ERTLS-OSMS (This will trigger the system to continue to the next step).			*Sr. SRS/Supv. SRS, LATL*
4. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	4.1 Verify payment through ERTLS-OSMS	Testing of Television Sets - **Php 4,700.00**	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration	*Collection Officer, Treasury Division*
	4.1. Approve the service request	N/A		*Chief SRS, LATL*

			is beyond DOE control; The duration of the process will resume once the payment has been made.	
	4.2. Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
5. Bring/send test samples to DOE-LATL-AES Test Facility **Note:** a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	5.1 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	Testing of Television Sets – 4 units per 1 working day	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.2 Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service			
	5.3 Conduct of energy performance test/s			
	5.4 Prepare the test report/s and transmittal letter.		Testing of Television Sets – 1 working day per unit	*Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL*
	5.5 Review and approve the test report/s and review transmittal letter.		1 Working Day	*Sr. SRS / Supv. SRS, LATL*
	5.6 Review and sign the		1 Working Day	*Chief SRS/ Director, LATL*

	transmittal letter			
	5.7 Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL*
6. The client will receive the test report through ERTLS-OSMS. **Note:** Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
7. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-AES	N/A	N/A	N/A	N/A
Total Number of Days		**5.5 Working Days**		

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

Note: *This process is ISO Certified.*

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance to the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-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:* • *Geothermal Coal Section - coal and geothermal water samples* • *Processed Fuels Section -petroleum and biofuel samples* • *Geology Section- rock samples*
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			

				• *Oil and Gas Section - geothermal gas, biogas or synthesis gas*
2. Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a)	2.1 Consolidates filled-out forms	None		*GRFTLD Staff of the concerned Section*
	2.2 Issues of Work Order (GRFTL-SF-3) a. Dispatches GRFTLSF-3 to the assigned GRFTLD Section		4 Hours	*GRFTLD Chief SRS Staff & GRFTLD Chief SRS*
	2.3 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (*Refer to page 4 – Conduct of Sample Preparation / Testing / Analysis)* b. Prepares Results of Analysis c. Reviews and Endorses the Transmittal Letter and Test Report to GRFTLD Chief SRS		8 Working Days	*GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS*
	2.4 Endorses Transmittal Letter and Test Report to ERTLS Director a. Affixes initial of supervisor of the		1 Working Day	*Spvg. SRS, GRFTLD Chief SRS and ERTLS Director*

	concerned section and GRFTLD Chief SRS and signature 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 (GRFTLD-SF-5)]	3.1 Releases Test Report a. Receives copy of Test Report acknowledged by the customer b. Consolidates filled-out forms.			*ERTLS OD Staff*
Total Number of Days				**10 Working Days**

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS[a]

Processed Fuels Section	
PNS Test for Automotive Diesel Oil[b] (9 samples)	additional 3 days for every 1 - 3 sample/s in excess of 9 samples
PNS Test for B100 (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
PNS Test for E100 (15 samples)[b]	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
PNS Test for Industrial Fuel Oil (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
PNS Test for Gasoline (6 samples)[b]	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
PNS Test for Kerosene (15 samples)	additional 3 days for every 1 - 5 sample/s in excess of 15 samples
Non-PNS Test for Diesel (15 samples)[b]	additional 4 days for every 1 - 4 sample/s in excess of 15 samples
Non-PNS Test for Gasoline (15 samples)[b]	additional 4 days for every 1 - 4 sample/s in excess of 15 samples
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (6 samples)	additional 3 days for every 1 - 2 sample/s in excess of 6 samples
Geothermal-Coal Section	
Heating Value, Residual Moisture, and Sulfur Analysis with Sample Preparation (6 samples per batch)	additional 2 days for every 1 - 3 sample/s in excess of 6 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) and Residual Moisture with Sample Preparation (4 samples per batch)	additional 2 days for every 1 - 2 sample/s in excess of 4 samples
• *For batch analyses without sample preparation, testing may be completed earlier than 10 working days.* • *For batch analyses with sample preparation up to maximum of 5 days, 3 samples per batch only.*	
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

Calibration of Electrical Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A 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

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	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	None	N / A	*Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory*

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 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	or has physical damages, DOE-LATL-CIC will not process the service request and decline from calibrating the equipment.			
	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		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*
	2.3 Approve the service request			*Chief SRS,* LATL

	2.4 Wait for the equipment to arrive to LATL-CIC	Client to be responsible of logistic arrangements and fees	Depending on the customer	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
3. Bring/send equipment for calibration to DOE-LATL-CIC	3.1 Receive the equipment for calibration and conduct functionality check	None	4 Hours	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
	3.2 Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service			
	3.3 Conduct Calibration		**Electrical Instruments** • DPM – 1.5 Working Days (5 points per parameter inclusive of voltage, current and power) • DMM – 1.5 Working Days (5 points per parameter inclusive of voltage, current and resistance) • AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) • AC/DC Ammeters	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*

			– 1.5 Working Days (5 points per parameter) • Ohmmeter – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter • Clamp Meter – 1.5 Working Days (5 points per parameter inclusive of voltage, current and resistance) Note: Additional 0.1 day (48 minutes) per additional requested point	
	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	3.5 Prepare calibration certificate		1 Working Day	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	3.6 Review and approve calibration certificate		1 Working Day	*Sr. SRS / Supv. SRS / Chief SRS,* LATL

	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.			*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
4. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.	N / A	N / A	N / A	N / A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N / A	N / A	N / A	N / A
Total Number of Days				**6 Working Days**

Calibration of Temperature Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-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

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		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*
	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		**Temperature Instruments** • PRT – 2 Working Days per 5 points • RTD – 2 Working Days per 5 points • LIG – 2 Working Days per 5 points • Thermocouple – 2 Working Days per 5 points	*Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL*
	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	3.5 Prepare calibration certificate		1 Working Day	*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL
	3.6 Review and approve calibration certificate		1 Working Day	*Sr. SRS / Supv. SRS / Chief SRS,* LATL
	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration			*SRS I / SRS II / Sr. SRS / Supv. SRS,* LATL

	certificate is ready for download.			
4. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.	N / A	N / A	N / A	N / A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N / A	N / A	N / A	N / A
Total Number of Days		**6.5 Working Days**		

INFORMATION TECHNOLOGY MANAGEMENT SERVICES (ITMS)

INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES (ITMS)

SUMMARY OF PROCESSES

External Services

Information Services Division (ISD)

PROCESSES	DURATION	CLASSIFICATION
1. Provision of Infographics Services	3 Working Days	Simple
2. Provision of Geomatics Services	3 Working Days	Simple
3. Verification of the Area of Interest (AOI) for the Small-scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance.	7 Working Days	Complex
4. Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey	20 Working Days	Highly Technical
5. Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance	7 Working Days	Complex

6. Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance	7 Working Days	Complex
7. Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance	7 Working Days	Complex

Information and Data Management Division (IDMD)

PROCESSES	DURATION	CLASSIFICATION
8. Provision of Petroleum and Coal Data and Information through the Energy Data Center	7 Working Days	Complex
9. Provision of Renewable Energy Data & Information through the Energy Data Center	7 Working Days	Complex
10. Provision of Energy Data & Information through the Energy Data Center (Academe)	7 Working Days	Complex

INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES (ITMS)

Internal Services

Information and Data Management Division (IDMD)

PROCESSES	DURATION	CLASSIFICATION
11. Provision of Energy Data & Information thru the Energy Data Center (DOE Employees)	3 Working Days	Complex

Information Technology Division (ITD)

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

INFORMATION SERVICES DIVISION (ISD)

PROCESSES

1. Provision of Infographics Services

2. Provision of Geomatics Services

3. Verification of the Area of Interest (AOI) for the Small-scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance.

4. Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey

5. Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

6. Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

7. Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

Provision of Infographics Services

Provision of energy service contract maps (Petroleum, Coal, Power Plant, Solar, Wind, Hydropower, Geothermal & Biomass) and other customized maps can be acquired in printed and/or digital format.

Office or Division	Information Services Division (ISD)
Classification	Simple Transaction
Type of Transaction	Government-to-Citizen/Government-to-Business
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. E-mail/Letter of Request or request made through phone (Off-Site Clients) 2. Filled out Request Form (Walk-In Clients)	Client ISD Personnel
3. Clients are provided with COMS (Order of Payment) through email	Client
4. Proof of Payment	Treasury Division/DOE Accredited Banks
5. Accomplished Terms of Use of Electronic File (for e-copy of map) and filled out Client Satisfaction Measurement (CSM) Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.1. Receive, evaluate and endorse the request.	Large Format Size Map: 36x24" (Bright white Paper) – 1,150.00	3 days	ISD Chief/ISD Supervisor
2. Validate and confirm the request	2.1. Issuance of Billing Statement			Admin. Asst. III (AA III)/ISD Personnel
	2.2 Issuance of Order of Payment			Accounting Division

3. Pay the required fee	3.1. Wait for the Proof of Payment (Off-Site)	(Photo paper) – 1,800.00 36x48” (Bright white paper) – 1,800.00 (Photo paper) – 2,800.00 A4 size paper – 125.00/sheet		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			ITO I
	4.2. Check the generated/printed map			ITO I/ISD Supervisor
	4.3. Release/send the map to client			AA III/ ISD Personnel
5. Accomplish / Send the CSM Form	5.1. Accept and verify the CSM Form			ISD Personnel
		TOTAL:	**3 Working days**	
Legal bases: RA 11032 Ease of Doing Business and Efficient Government Service Delivery Act of 2018				

Provision of Geomatics Services

Provision of energy service contract technical data (Technical description, location, blocking map details of petroleum, coal, and renewable areas) and other geodetic and survey-related information.

Office or Division	Information Services Division (ISD)
Classification	Simple Transaction
Type of Transaction	Government-to-Citizen/Government-to-Business
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request through email or request made through phone	Client
2. Filled out Request Form (Walk-In Clients)	Client
3. Accomplished Terms of Use of Electronic File (for e-copy of map) and filled out CSM Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit client request	1.1. Receive and endorse the request.		3 days	ISD Chief/ISD Supervisor
	1.2. Evaluate the request			Admin. Asst. III
	1.3. Process the request			Sr. SRS, SRS II
	1.4. Check the generated output of the request (maps/ TD / energy blocks)			ISD Supervisor
	1.5. Approve the requested output			ISD Chief
	1.6. Release the approved request			Admin. Asst. III
2. Accomplish and send the CSM Form	2.1. Accept and verify the CSM Form			ISD Personnel
			TOTAL: 3 Working days	

Legal bases: RA 11032
Ease of Doing Business and Efficient Government Service Delivery Act of 2018

Verification of the Area of Interest (AOI) for the Small-scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance.

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 for the same resource.

Office or Division	Information Services Division (ISD)
Classification	Simple / Complex Transaction
Type of Transaction	Government-to-Citizen/Government-to-Business
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Location map with TD 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. Filled out CSM Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Area Clearance (AC)	1.1. Receive the request and endorse to ISD	None		ITMS-Office of the Director
	1.2. Endorse the AC application to the Geomatics Section for evaluation		0.5 days	ISD Chief/ISD Supervisor
2.Completeness Check	2.1. Check for the completeness of the submitted documents			Sr. SRS / ITO I / SRS II
	2.2 Process the request and generate a map, technical description (TD) and verification report of the AC / conduct Diligent Preliminary Determination (DPD)		4 days	Sr. SRS / ITO I / SRS II
	2.3 Prepare Verification Report, TD, and Map		1 day	Sr. SRS / ITO I, SRS II

	2.1. Check and review the verification report map, TD, and map and recommend for approval/ disapproval of the AC		1 day	ISD Chief
	2.2. Approve/disapprove the AC		0.5 day	ITMS Director
3. Release AC	3.1 Release the approved /disapproved AC application			AA III/ISD Personnel
		TOTAL:	**7 Working days**	

Legal bases:

1. PD 972
2. RA 11032
   Ease of Doing Business and Efficient Government Service Delivery Act of 2018

Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey

The Geomatics Section administers and verifies the survey returns submission for the conducted boundary survey of Coal to ensure accuracy and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division	Information Services Division (ISD)
Classification	Highly Technical Transaction
Type of Transaction	Business-to-Citizen/Government-to-Business
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Survey Report/Transmittal of Survey returns	Client
2. Geodetic Engineers (GE) registration and PTR	Professional Regulation Commission and Province or City office where the GE practices his/her profession
3. Certification of tie point used in the survey	Department of Environment and Natural Resources (LMB or NAMRIA)
4. Certificate of GPS calibration and registration	
5. Field notes and plans	Client
6. Traverse setting and Lot data Computation	Client
7. Filled out Client Satisfaction Measurement (CSM) Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1.Coal Operating Contract (COC) holder submits survey report /returns	1.1. Receive and endorse boundary survey returns and map/s of the COC Block/s to ISD	None	1 day	ITMS-Office of the Director
	1.2. Endorse the survey returns to the Geomatics Section.			ISD Chief
	1.3. Evaluate request/check completeness of survey returns computation		0.5 days	ISD Supervisor
2.Processing / evaluation	2.1. Process and check survey returns computation and prepare technical descriptions (TD)		9 days	Sr. SRS / ITO I / SRS II

	2.2. Conduct field verification to check the setting/placement of the boundary monuments		5 days	Sr. SRS / SRS II
	2.3. Validate field data vis-a-vis process data if correct		3 days	Sr. SRS / SRS II
	2.4. Prepare fieldwork report			
	2.5. Finalize the maps and TD of each COC block for approval 2.6. Submit results of the boundary survey			Sr. SRS / SRS II
	2.7. validation of the COC for approval			
	2.8. Review and check the endorsed maps and TD of each COC block and recommend for approval /disapproval of the boundary survey		1. 5 days	ISD Chief / ISD Supervisor
	2.9. Approve / Disapprove the boundary survey conducted for the COC holder			ITMS Director
3. Release Result	3.1. Release boundary survey results to notify the COC holder.			AA III / ISD Personnel
4. Submit the CSM Form	4.1. Receive and verify CSM Form			
		TOTAL	**20 Working days**	

Legal bases:

1. PD 972
2. RA 11032
   Ease of Doing Business and Efficient Government Service Delivery Act of 2018

Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Petroleum to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division	Information Services Division (ISD)
Classification	Complex Transaction
Type of Transaction	Business-to-Government
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Technical Description (TD) of the applied Area of Interest (AOI) for Area Clearance (AC) in WGS 84	Client
2. Survey/Location plan of the AOI prepared, signed and sealed by a geodetic engineer	Client
3. Filled out CSM Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for AC	1.1. Receive the request and endorse to ISD	None	0.5 day	ITMS-Office of the Director
	1.2. Endorse the AC application to Geomatics Section			ISD Chief
	1.3. Check for completeness in the submitted documents			ISD Supervisor
	1.4. Process the request and generate a map, TD and verification report of the AC/conduct Diligent Preliminary Determination (DPD)		3 days	Sr. SRS / ITO I / SRS II
	1.5. Prepare Verification Report and Map		2 days	
	1.6. Check and review the map, TD and verification report and recommend for approval/disapproval of the AC		1 day	ISD Chief/ISD Supervisor
	1.7. Approve/disapprove the AC		0.5 day	ITMS Director

2. Release the result	2.1. Release the approved/disapproved AC application			AA III/ISD Personnel
3. Request CSM Form	3.1. Receive and verify CSM Form			
		Total	**7 Working days**	

Legal bases:

1. PD 972
2. RA 11032 Ease of Doing Business and Efficient Government Service Delivery Act of 2018

Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Coal to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

	Information Services Division (ISD)
Classification	Complex Transaction
Type of Transaction	Citizen-to-Government
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Technical Description (TD) of the applied Area of Interest (AOI) for Area Clearance (AC) in PRS 92	Client
2. Survey/Location plan of the AOI prepared, signed and sealed by a Geodetic Engineer	Client
3. Filled out CSM Form	ISD Personnel

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for AC	1.1. Receive the request and endorse to ISD	None		ITMS-Office of the Director
	1.2. Endorse the Area Clearance (AC) application to the Geomatics Section for evaluation			ISD Chief/ISD Supervisor
	1.3. Check for completeness of the submitted documents		0.5 day	Sr. SRS / ITO I / SRS II
	1.4. Process the request and generate a map, TD and verification report of the AC conduct Diligent Preliminary Determination (DPD)		3 days	Sr. SRS / ITO I / SRS II
	1.5. Prepare verification report, Certification, TD and map		2 days	
	1.6. Check and review the map, TD and verification report and recommend for approval /disapproval of the AC		1 day	ISD Chief/ISD Supervisor

	1.7. Approve / Disapprove the AC		0.5 day	ITMS Director
2. Release of result	2.1. Release the Approved/disapproved AC application			AA III/ISD Personnel
3. Submit the CSM Form	3.1. Receive and verify CSM Form			
		Total	**7 Working Days**	

Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and performs the verification of the geographic location of Area/Site of Interest (AOI/SOI) for energy resource service contract to ensure availability and avoid overlap with existing energy contracts or permits of the same resource.

Office or Division	Information Services Division (ISD)
Classification	Complex Transaction
Type of Transaction	Government-to-Citizen/Government-to-Business
Who may avail	Interested Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Refer to the mapping requirements enumerated in **"Annex N"** of Department Circular (DC) No. 2024-06-0018 or the Revised Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers	Client Client's Geodetic Engineer Professional Regulation Commission DENR – LMS, NAMRIA

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Proponent submits Area of Interest (AOI)/Site of Interest (SOI) through the Energy Virtual One Stop Shop (EVOSS) system	1.1. Check the completeness of the submission through the Energy Virtual One Stop Shop system	None	3 days	Sr. SRS / ITO I / SRS II
	1.2. Notify the client through EVOSS system if the submission is compliant / non-compliant			Sr. SRS / ITO I / SRS II
	1.3. If compliant, process AOI/SOI; generate spatial data for the AOI and conduct *Diligent Preliminary Determination* (DPD) (i.e. overlap with existing resource contract and application areas and geospatial data from other government agencies.		16 days	Sr. SRS / ITO I / SRS II

	1.4. Prepare map and verification report/ submit the AOI for checking and review			Sr. SRS / ITO I / SRS II
	1.5. Check and review the verification report and map and endorse for approval		1 day	ISD Chief/ISD Supervisor
	1.6. Approve verification report and map		1 day	ISD Chief
2. Receive the result of the AOI	2.1. Release/endorse verification report and map to REMB and upload in the EVOSS system.			Sr. SRS / ITO I / SRS II
Checking of Completeness – 3 working days **Verification process - 18 calendar days**				
Legal Bases: RA 11234- EVOSS LAW				

INFORMATION DATA MANAGEMENT DIVISION (IDMD)

PROCESSES

1. Provision of Petroleum and Coal Data and Information through the Energy Data Center
2. Provision of Renewable Energy Data & Information through the Energy Data Center
3. Provision of Energy Data & Information through the Energy Data Center (Academe)

Provision of Petroleum and Coal Data and Information through the Energy Data Center

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen / Business
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Intent Proof of affiliation/Government-issued ID, and Authorization	Provided by client
2. List of data requested or Search List	Provided by Energy Data Center of the Philippines (EDCP)
3. Filled-out data request form	Provided by EDCP
4. Order of Payment	Provided by Accounting Division
5. Receipt of Payment	Provided by Treasury Division
6. Signed Data Use Agreement Form (DUAF)	Provided by EDCP

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of intent and supporting documents	1.1 IDMD shall determine completeness of the documents submitted 1.2 If incomplete, return to client		0.5 Working Day	EDCP staff
2. Sign Data Request Form (DRF) with list	2.1. Have the request approved by the			

of available data **For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	concerned division (PRDD, CNMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative. **2.2 If disapproved, return to client			1 Working Day	Division Chiefs of IDMD and PRDD or CNMD
3. Pay processing fees and charges Client received copy of OP through email (for client paid the amount due through bank transfer they need to reply to the email received and send the copy of any proof of payment)	3.1 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS V2.1).	Data Type	Processing fee	1 Working Day	EDCP staff
	3.2 Approve the BS through COMS V2.1	Seismic Data	1,400.00 per Line series		Sr. SRS / Supv. SRS / Chief SRS
	3.3 Create the Order of Payment (OP) through COMS V2.1	Well report	1,400.00 per well		Accounting Unit Staff
	3.4 Approve the OP and Send it to client through COMS V2.1	Wireline	1,400.00 per well		Accounting Division Chief
	3.5 Process payment and issue	Petroleum General Report	1,400.00 per report		Treasury Division

	Official Receipt	Well and Core Samples	1,500.00 per section		
4. Sign Data Use Agreement Form (DUAF)	4.1 Approve the DUAF			0.5 Working Day	ITMS Director
	4.2 EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means			4 Working Days	EDCP Staff
5.The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data	5.1 EDCP shall receive the submission and include it in the EDCP's collection				
Total Number of Days		**7 Working Days**			

Note: The preparation and release of data depend on the number of data being requested	
No. of requested data	Processing time
1-50 data items	7 Working Days
More than 50 items	8-14 Working Days

Provision of Renewable Energy Data & Information through the Energy Data Center

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen / Business
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Intent/ Proof of Affiliation/Government-Issued ID, and Authorization	Provided by client
2. List of Data Requested or Search List	Provided by Energy Data Center of the Philippines (EDCP)
3. Filled-out Data Request Form	Provided by EDCP
4. Order of Payment	Provided by Accounting Division
5. Receipt of Payment	Provided by Treasury Division
6. Signed Data Use Agreement Form (DUAF)	Provided by EDCP

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter of intent and supporting documents	1.1 IDMD shall determine completeness of the documents submitted 1.2 If incomplete, return to client		0.5 Working Day	*EDCP staff*
2. Sign Data Request Form (DRF) with list of available	2.1. Have the request approved by the concerned division (GEMD,			*Division Chiefs of IDMD and*

data	HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative. 2.2 If disapproved, return to client			1 Working Day	GEMD, HOEMD, SWEMD
3. Pay processing fees and charges Client received copy of OP through email (for client paid the amount due through bank transfer they need to reply to the email received and send the copy of any proof of payment)	3.1 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS V2.1).	Data Type	Processing fee	1 Working Day	EDCP staff
	3.2 Approve the BS through COMS V2.1	Geothermal General Report Geothermal Well Report	2,300.00 per report 3,300.00 per report		Sr. SRS / Supv. SRS / Chief SRS,
	3.3 Create the Order of Payment (OP) through COMS V2.1				Accounting Unit Staff
	3.4 Approve the OP and Send it to client through COMS V2.1				Accounting Division Chief
	3.5 Process payment and issue Official Receipt				Treasury Division

4. Sign Data Use Agreement Form (DUAF)	4.1 Approve the DUAF		0.5 Working Day	ITMS Director
	4.2 EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means		4 Working Days	*EDCP Staff*
Total Number of Days		**7 Working Days**		

Note: The preparation and release of data depend on the number of data being requested	
No. of requested data	Processing time
1-50 data items	7 Working Days
More than 50 items	8-14 Working Days

Provision of Energy Data & Information through the Energy Data Center (Academe)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher/students, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Academe

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent/ Proof of Affiliation/Government-Issued ID, and Authorization	Provided by client
2. List of Data Requested or Search List	Provided by Energy Data Center of the Philippines (EDCP)
3. Filled-out Data Request Form	Provided by EDCP
4. Signed Data Use Agreement Form (DUAF)	Provided by EDCP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and supporting documents	1.1. IDMD shall determine completeness of the documents submitted 1.2. If incomplete, return to client	For academe the processing/ data fee is waived	0.5 Working Day	EDCP staff
2. Sign Data Request Form (DRF) with list of available data	2.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD,		1 Working Day	Division Chiefs of IDMD and

*For Petroleum data request disapproved DRFs, client may file an appeal with the REC Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative. 2.2. If disapproved, return to client			GEMD, HOEMD, SWEMD
3. Sign Data Use Agreement Form (DUAF)	3.1. Approve the DUAF		0.5 Working Days	ITMS Director
	3.2. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means		4 Working Days	EDCP Staff
4. Academes / Students to submit Study/Thesis 3 months after the research/study	4.1. EDCP shall receive the submission and include it in the EDCP's collection			EDCP staff
Total Number of Days		**7 Working Days**		

Note: The preparation and release of data depend on the number of data being requested	
No. of requested data	Processing time
1-50 data items	7 Working Days
More than 50 items	8-14 Working Days

INTERNAL SERVICES

PROCESSES

Information and Data Management Division (IDMD)

1. 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 Energy Data Center (DOE Employees)

IDMD provides energy data to DOE employees for their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:	Information and Data Management Division (IDMD)
Classification:	Complex Transaction
Type of Transaction:	Government to Government
Who may avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. List of Data Requested or Search List	Provided by Energy Data Center of the Philippines (EDCP)
2. Filled-out Data Request Form	Provided by EDCP
3. Signed Data Use Agreement Form (DUAF)	Provided by EDCP

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Select data from the Search List	1.1. IDMD shall prepared the Data Request Form (DRF)	None	0.5 Working Day	EDCP staff
2. Sign Data Request Form (DRF) with list of available data	2.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD, HOEMD, SWEMD,) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.		1 Working Day	Division Chiefs of IDMD and GEMD, HOEMD, SWEMD

	2.2. If disapproved, return to client			
3. Sign Data Use Agreement Form (DUAF)	3.1. Approve the Data Use Agreement		0.5 Working Day	ITMS Director
	3.2. EDCP shall prepare and release the requested data through online viewing other acceptable means		1 Working Day	EDCP Staff
Total Number of Days		**3 Working Days**		

Note: The preparation and release of data depend on the number of data being requested	
No. of requested data	Processing time
1-50 data items	3-7 Working Days
More than 50 items	8-14 Working Days

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.)			
	2.2. In case problem is resolved, Record call transactions by accomplishing Service Report form, close the reported issue and file the form. Else, if IT staff deemed it necessary to visit the client's office to further assess the reported problem, proceed to the 2nd scenario.			
Scenario 2: In case Site 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.

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

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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

CLIENT STEPS	**AGENCY ACTIONS**	**FEES**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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 pfondevilla@doe.gov.ph cc: mroxas@doe.gov.ph 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. Liquidation of Cash Advances (CA) for Special Projects / Events / Local and Foreign Travel	5.25 Working Days	Complex
2. Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)	6 Working Days	Complex
3. Payment of Claims Related to Salaries and Other Personnel Benefits and Allowances (Regular and Contractual)	10 Working Days	Highly Technical
4. Payment of Claims Related to Utility and Communication Expenses, Contracted-out Services, Suppliers/Contractors/Consultancy Services, Contracts, Purchase Orders, Infrastructure Projects, Inter-Agency Fund Transfers, Contract of Service and Others	13 Working Days	Highly Technical

Budget Division (BD)

PROCESSES	DURATION	CLASSIFICATION
5. Processing of Request for Service (RFS) / Purchase Request (PR)	0.05 Working Days	Simple
6. Processing of Obligation Request and Status (ORS) related to Contracts / Purchase Orders (PO) / Memorandum of Agreement (MOA)	0.07 Working Days	Simple

ACCOUNTING DIVISION (AD)

PROCESSES

1. Liquidation of Cash Advances (CA) for Special Projects / Events / Local and Foreign Travel
2. Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)
3. Payment of Claims Related to Salaries and Other Personnel Benefits and Allowances (Regular and Contractual)
4. Payment of Claims Related to Utility and Communication Expenses, Contracted-out Services, Suppliers/Contractors/Consultancy Services, Contracts, Purchase Orders, Infrastructure Projects, Inter-Agency Fund Transfers, Contract of Service and Others

Liquidation of Cash Advances (CA) for Special Projects / Events / Local and Foreign Travel

Office or Division:	Accounting Division (AD)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who May Avail:	All DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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.	
1. Project Expenses	
1.1 Copy of Obligation and Request Status (ORS) to ascertain budget limitation of expenses	*Budget Division (BD) /Special Disbursing Officer*
1.2 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund	*Special Disbursing Officer*
1.3 Bureau of Treasury issued Fidelity Bond covering cash accountability of the designated employee as SDO	*Bureau of Treasury*
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	*Special Disbursing Officer*
1.5 Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund.	*Special Disbursing Officer*
1.6 Detailed list of expenses	*Special Disbursing Officer*
1.7 Report of Disbursement	*Special Disbursing Officer*
1.8 Official Receipts and supporting documents of various expenses incurred	*Special Disbursing Officer*
2. Representation, Conference and Meeting Expenses	

2.1	Official Receipt, Cash Invoice/Statement of Account	*Concerned employee*
2.2	List of Attendees/guest	*Concerned employee*
2.3	Purpose of the expense	*Concerned employee*
2.4	Authority to incur expenses duly approved by authorized official	*Concerned employee*
2.4.1	Canvass documents, if applicable	*Concerned employee*
2.4.2	Abstract of quotation from at least three establishments/concessionaires	*Concerned employee*
2.5	Quotations from at least three (3) establishments/concessionaires	*Concerned employee*
2.6	Copy of contract, if applicable	*Concerned employee*
3. Reproduction Expenses		
3.1	Official Receipt/Invoice/ Bill	*Service Provider / GSD*
3.2	Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	*Service Provider / GSD*
4. Purchase of spare parts, materials, and supplies		
4.1	Official Receipt/ cash invoice	*Service Provider / GSD*
4.2	Certificate of Emergency Purchase	*Concerned employee*
4.2.1	Certification from the Agency head or his duly authorized representative as to the necessity and 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	*Concerned employee*
4.3	Original Requisition slip	*Concerned employee*
4.4	Approve alternative mode of procurement	*Concerned employee*
4.5	Canvass documents	*Concerned employee*
4.5.1	Abstract of quotation from at least three suppliers	*Concerned employee*
4.5.2	Quotations from at least three (3) suppliers	*Concerned employee/Supplier*

4.5.3	If supplier is exclusive distributor	
4.5.3.1	Certificate of exclusive distributorship	*Supplier*
4.5.3.2	Certificate that no suitable substitutes are available	
4.6	Inspection and Acceptance Report (IAR)	*Concerned employee/GSD*
4.7	For spare parts purchased and used in repair and maintenance, report of waste materials	*Concerned employee/GSD*
5. For emergency repair and maintenance		
5.1	Official Receipt/Cash invoice/Bill	*Concerned employee/Supplier*
5.2	Original Invoice	*Concerned employee/Supplier*
5.3	Certificate of Emergency signed by Agency Head or authorized official	*Concerned employee*
5.4	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*
5.5	Acceptance of work done	*Concerned employee*
5.6	Report of Waste Materials if the repair involved replacement of materials	*Concerned employee*
5.7	Warranty of the repair done by the contractor, if applicable, or for major repair	*Concerned employee/Supplier*
6. Local Travel Expenses		
6.1	Duly Approved Travel Order	*Concerned employee*
6.2	Authority to Travel signed by concerned USEC	*Concerned employee*
6.3	Actual Itinerary of Travel duly approved by authorized officials	*Concerned employee*
6.4	Certificate of Travel Completed	*Concerned employee*
6.5	Certificate of Appearance / Attendance	*Concerned employee*
6.6	Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	*Concerned employee /Airline/Bus/Ferry Company*

6.7	Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	*Concerned employee/Hotel*
6.8	For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	*Concerned employee*
6.9	For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	*Concerned employee*
6.10	For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	*Concerned employee*
6.11	For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
6.11.1	Justification for use duly noted Division Chief	*Concerned employee*
6.11.2	Proof of Payment or RER for each fare in excess of Php75.00	*Concerned employee*
6.11.3	Certification from local official regarding the prevailing charter rates of the place visited	*Concerned employee/Local official*
6.12	For field guide cost, justification for services of field guides duly noted by Division Chief	*Concerned employee*
6.13	For gasoline expenses incurred:	
6.13.1	Official Receipt	*Concerned employee*
6.13.2	Copy of duly accomplished Vehicle Trip Ticket	*Concerned employee/GSD*
6.13.3	Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	*Concerned employee/GSD*
6.14	If cash advance was granted, copy of previously approved itinerary of travel	*Concerned employee*
6.15	Liquidation Report	*Concerned employee*
7. Foreign Travel		

7.1	Duly signed Travel Authority from the Office of the President or Authorized official	*Concerned employee*
7.2	Actual itinerary of travel duly approved by authorized officials	*Concerned employee*
7.3	Certificate of Travel Completed	*Concerned employee*
7.4	Certificate of Appearance/Attendance	*Concerned employee*
7.5	Plane tickets, boarding pass	*Concerned employee /Airline /Bus /Ferry Company*
7.6	Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	*Concerned employee*
7.7	Narrative Report	*Concerned employee*
7.8	If granted cash advance, copy of previously approved itinerary of travel	*Concerned employee*
7.9	Liquidation Report	*Concerned employee*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit Liquidation Report (LR) with complete supporting documents (SDs).	1.1 Receive documents, record in logbook and endorse to Special Concern Section. 1.2 Verify existence of CA. 1.3A If there is no CA, endorse documents to Payable Section for reimbursement of claims. 1.3B If there is CA, attach checklist, indicate details of CA (amount, fund, TO number, destination and OBR number) in the checklist and endorse to accountant/AO.	None	4 Days	*Accounting Staff / Receiving Clerk, AD* *Accounting Staff / Clerk, AD*

	1.4 Verify completeness and propriety of the SDs. 1.5A If incomplete/improper, return to requesting party/concerned employee for compliance. (Return to Step 1) 1.5B If complete and proper, identify if there is refund. If there is no refund, proceed to Step 5.1. 1.6 If there is refund, Prepare Order of Payment (OP).			*AO / Accountant III/ Supervising Accountant* *Special Assignment Section (SAS), AD* *AO / Accountant III/ Supervising Accountant* *Special Assignment Section (SAS), AD*
2. Print OP and submit to Treasury Division (TD). Pay the amount of refund.	2.1 Receive and check validity of OP through Collection Monitoring System (COMs). 2.2 Accept payment and prepare Official Receipt (OR). 2.3 Issue OR If paid thru bank/online, confirm credit to DOE account first before issuing OR.	None	2 hours	*Cashier, TD* *Cashier, TD* *Cashier, TD*
3. Forward copy of the OR to AD.	3.1 Receive and attach copy of OR to Liquidation documents. Assign LR number. Sign initials in Box C "Certified SD complete and Proper" of LR. Record LR details in the	None	1 day	*Accountant III, Supervising Accountant* *Special Assignment*

	monitoring logbook. Then, endorse to Chief for approval. 3.2 Signs Box C of LR. 3.3 If with reimbursement, forward documents to BD then, proceed to Step 1.4 of Payment of Claims for Local/Foreign Travel. If no reimbursement, forward documents to Financial Reporting Section for booking.			*Section (SAS), AD* *Chief, AD* *AO / Accountant III, AD*
Total Number of Days		**5.25 working days**		

Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)

Office or Division:	Accounting Division (AD)
Classification:	Complex Transaction
Type of Transaction:	Government to Government (G2G)
Who May Avail:	All DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. Supporting Documents (SDs) as prescribed by COA Circular No. 2012-001 dated June 14, 2012, Executive Order (EO) No. 77 and Department Order No. DO2021-10-0016 and other documentary requirements may be required for special transactions.	
2. Local Travel	
1.1 Prior to Travel	
1.1.1 Authority to Travel signed by concerned USEC	*Concerned employee*
1.1.2 Approved Travel Order, duly numbered	*Concerned employee*
1.1.3 Itinerary of Travel duly approved by:	*Concerned employee*
1.1.3.1 The Agency Head or his duly authorized representative, for travels below 30 days	
1.1.3.2 The Agency Head for travels of more than 30 days but not exceeding 3 months	
1.1.3.3 The President for travels exceeding 3 months	
1.1.4 Certification from the Accountant that the concerned employee has no outstanding cash advance and accounted for in the book	*Accounting Division*
1.2 Upon Completion of Travel	
1.2.1 Duly Approved Travel Order	*Concerned employee*
1.2.2 Authority to Travel signed by concerned USEC	*Concerned employee*
1.2.3 Actual Itinerary of Travel duly approved by authorized officials	*Concerned employee*
1.2.4 Certificate of Travel Completed	*Concerned employee*

1.2.5	Certificate of Appearance / Attendance	*Concerned employee*
1.2.6	Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	*Concerned employee/Airline/Bus/ Ferry Company*
1.2.7	Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	*Concerned employee/Hotel*
1.2.8	For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	*Concerned employee*
1.2.9	For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	*Concerned employee*
1.2.10	For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	*Concerned employee*
1.2.11	For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.2.11.1	Justification for use duly noted Division Chief	*Concerned employee*
1.2.11.2	Proof of Payment or RER for each fare in excess of Php75.00	*Concerned employee*
1.2.11.3	Certification from local official regarding the prevailing charter rates of the place visited	*Concerned employee/Local official*
1.2.12	For field guide cost, justification for services of field guides duly noted by Division Chief	*Concerned employee*
1.2.13	For gasoline expenses incurred:	
1.2.13.1	Official Receipt	*Concerned employee*
1.2.13.2	Copy of duly accomplished Vehicle Trip Ticket	*Concerned employee/GSD*
1.2.13.3	Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	*Concerned employee/GSD*
1.2.14	If cash advance was granted, copy of previously approved itinerary of travel	*Concerned employee*

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned unit/ employee prepares and submit DV and complete SDs to AD.	1.1 Receive DV and its SDs, record in the incoming logbook and endorse to concerned officer/ accountant.	None	4 hours	*Receiving Clerk, AD*

	1.2 Make initial review as to correctness of the amount. Rectify amount if needed and affix initials.	None		*AO IV/Accountant, AD*
	1.3 Endorse DV its supporting documents to BD.			*Receiving Clerk, AD*
	1.4 Receive documents, record in the incoming logbook for ORS.		5 minutes	*Receiving Clerk, BD*
	1.5 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures.		5 minutes	*Budget Officer, BD*
	1.6 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service.		5 minutes	*Budget Officer, BD*
	1.7 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Maintenance and Other Operating Expenses (MOOE).		3 minutes	*Budget Officer, BD*
	1.8 Encode ORS to Payment Monitoring System (PMS).			
	1.9 Review as to correctness, completeness, and availability of funds.			
	1.10 Update status of ORS.		5 minutes	*Budget Officer, BD*
	1.11 Recommend for approval as to correctness, completeness, and availability of funds.		3 minutes	*Budget Officer, BD*

	1.12 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B). 1.13 Record ORS to outgoing logbook and transmit to AD.		1 minute 3 minutes	*Budget Officer, BD* *Supervising Budget Officer, BD*
	1.14 Receive DV, certified ORS and its SDs. 1.15 Evaluate/process DV as to the completeness of its SDs and propriety of claim. 1.16 If documents submitted are incomplete, return to end-user for compliance (process restart at Step 1.1 then 1.14).	None	5 minutes 5 minutes 4 hours	*Chief, BD* *Receiving Clerk, BD* *Receiving Clerk, AD* *AO IV / Accountant, AD* *Receiving Clerk, AD*
2. Comply and Submit of DV, certified ORS and its complete SDs to AD	2.1 If claim is proper and with complete SDs, affix initials on box C of DV. 2.2 Assign DV number and record/encode in the PMS/Index of Payment. 2.3 Verify if payee has outstanding Cash Advance (CA). For	None	5 hours	*AO IV / Accountant, AD* *Accounting Clerk, AD*

	reimbursement to payee with no outstanding CA, note the same on the face of DV and affix initials then forward to Supervising Accountant. For payment of CA to payee with no outstanding CA, prepare certification to that effect, affix initials then forward to Supervising Accountant. If there is outstanding CA, return documents to employee informing his/her responsibility to submit liquidation first before processing his/her claims. (Return to Step 2) 2.4 Review processed DV and its SDs and affix initials in Box C of DV. 2.5 Certify and sign Certification of no outstanding CA and Box C of DV. 2.6 Record in the logbook and release/endorse processed DV and its SDs to Approving Authority.			*Accountant /* *AO IV, AD* *Supervising Accountant, AD*
	2.7 Office of the approving authority receives the documents. Approving Authority reviews and signs the DV for approval; and concerned staff returns documents to AD.			*Chief, AD* *Receiving Clerk, AD*
	2.8 Receive and record in logbook the approved DV and endorse to preparer of payment/E-MDS.	None	3 to 5 days	*Office of Approving Authority*

	2.9 Prepare E-MDS-ACIC and sign "Prepared by". *For initial payment, prepare Letter of Introduction (LOI) and endorse to Land Bank of the Philippines (LBP) for the enrolment to the E-MDS System. 2.10 Sign "Certified correct:" in the E-MDS-ACIC. 2.11 Log and forward to TD.	None	3 hours	*Receiving Clerk, AD* *Accounting Clerk, AD*
	2.12 Receive & encode EMDS-ACIC /DV to Check Monitoring System (CMS). 2.13 Review the correctness of E-MDS – ACIC as against the DV. 2.14 Check and validate the entered details in the CMS as against the DV & EMDS-ACIC. 2.15 Log manually in the journal deduction of validated LDDAP-ADA / EMDS-ACIC from NCA balance. 2.16 Sign LDDAP-ADA/EMDS-ACIC and approve the same in the E-MDS online. 2.17 Forward to Approving Authority.	None	(additional 3 days for processing of LOI by LBP)* 5 minutes 5 minutes 5 minutes 5 minutes 5 minutes	*Chief, AD* *Receiving Clerk, AD* *Receiving Clerk, TD* *Administrative Officer (AO) III* *AO III / AO V* *AO V*

	Approving Authority reviews and signs the LDDAP-ADA/EMDS-ACIC; and concerned staff returns documents to TD. 2.17 Receive approved LDDAP-ADA/E-MDS-ACIC, sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank.		1-2 days (depends on the availability of signatories and/or further clarifications) 5 minutes	*Chief, TD* *Office of Approving Authority* *Administrative Assistant (AA) II* *(Disbursing Officer)*
Total Number of Days		**6 working days and 70 minutes to 11 working days and 90 minutes**		

Recapitulation:

Particulars	**Director**	**USEC**
DV Approval	3	5
Acctg	2 days	
BD	40 minutes	
TD	30 minutes	
Payment Approval	1	
Total	**6 days and 70 minutes**	**8 days and 70 minutes**

Additions:

With Multiple PAPs / billings / UACS Code	20 minutes	
LOI	3 days	
Total with additions	**9 days and 90 minutes**	**11 days and 90 minutes**

Payment of Claims Related to Salaries and Other Personnel Benefits and Allowances (Regular and Contractual)

Office or Division:	Accounting Division (AD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Government (G2G)
Who May Avail:	All DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. Supporting Documents (SDs) as prescribed by COA Circular No. 2012-001 dated June 14, 2012 and other documentary requirements may be required for special transactions.	
1. Salaries	
1.1 First/Initial Salary	
1.1.1 Certified true copy of duly approved appointment	*Human Resources Management Division (HRMD)*
1.1.2 Assignment order, if applicable	*HRMD*
1.1.3 Certified true copy of Oath of Office	*HRMD / Concerned Employee*
1.1.4 Certificate of Assumption	*Concerned Employee*
1.1.5 Statement of Assets, Liabilities and net Worth	*Concerned employee*
1.1.6 Approved DTR	*Concerned employee*
1.1.7 Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2316)	*Concerned employee*
1.1.8 Payroll information on New Employee	*Concerned employee*
1.1.9 Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms	*Concerned employee*
1.1.2 Additional Requirement for Transferee	
1.1.2.1 Clearance from money, property and legal accountabilities from the previous office	*Concerned employee*
1.1.2.2 Certification by the Chief Accountant for the breakdown of last salary received and	*Concerned employee*

	remittance of statutory deductions from previous office	
1.1.2.3	Certificate of leave credits	*Concerned employee*
1.1.2.3	Service Records	*Concerned employee*
1.2 Salary of Casual/Contractual Personnel, Charged to Personnel Services		
1.2.1	Certified copy of pertinent contract/appointment (for first claim)	*Concerned Employee*
1.2.2	Copy of Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by CSC (for first claim)	*HRMD*
1.2.3	Certification by Personnel Officer that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim)	*HRMD*
1.2.4	Accomplishment Report and Approved Daily Time Record	*Concerned employee*
1.2.5	Certificated of Assumption of Duty for first salary	*Concerned employee*
1.3 Salary Differentials due to Promotion and/or Step Increment		
1.3.1	Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase	*Concerned Employee/HRMD*
1.3.2	Certificate of Assumption	*Concerned Employee*
1.3.3	Approved DTR or certification that the employee has not incurred leave without pay	*Concerned Employee/HRMD*
1.4 Last Salary		
1.4.1	Clearance from money, property and legal accountabilities	*Concerned Employee*
1.4.2	Approved DTR	*Concerned Employee*
1.4.3	Authority to deduct accountabilities, if any	*Concerned Employee*
1.5 Salary due to heirs of deceased employee		
1.5.1	Same requirements as those for last salary	*Concerned Employee*

1.5.2	Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable	*Concerned Employee*
1.5.3	Marriage Certificate issued by PSA, if applicable	*Concerned Employee*
1.5.4	Birth Certificates of surviving legal heirs issued by PSA	*Concerned Employee*
1.5.5	Designation of next-of-kin	*Concerned Employee*
1.5.6	Waiver of rights of children 18 years and above	*Concerned Employee*
1.6 Salary during Maternity Leave		
1.6.1	Certified true copy of approved Application for Leave	*Concerned Employee*
1.6.2	Certified true copy of Maternity Leave Clearance	*Concerned Employee*
1.6.3	Medical certificate for maternity leave	*Concerned Employee*
1.6.4	Certification as Solo Parent (for additional 15 days paid leave)	*Concerned Employee*
1.7 General Claims through the Automated Teller Machine (ATM)		
1.7.1	Approved Payroll	*Payroll Unit*
1.7.2	Approved Payroll Register (hard and soft copy)	*Payroll Unit*
1.7.3	Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC)	*Accounting Clerk*
1.7.4	Approved We-Access Transaction Reference	*Accounting Clerk*
2 Allowances, Honoraria and Other Forms of Compensation		
2.1 Personnel Economic Relief Allowance (PERA)		
2.1.1	Same requirements as those for payment of salaries	*Concerned Employee*
2.2 Representation and Transportation Allowance (RATA)		
2.2.1 For Individual Claims		
2.2.1.1	Copy of Office Order/Appointment (1st Payment)	*Concerned Employee*

2.2.1.2 Certification that the official/employee did not use government vehicle	*Concerned Employee*
2.2.1.3 Certificate or evidence of service rendered or Approved DTR	*Concerned Employee*
2.2.2 For General Claims	
2.2.2.1 Same as those for item General Claims through the Automated Teller Machine (ATM)	*Concerned Employee*
2.3 Clothing/Uniform Allowance	
2.3.1 For Individual Claims	
2.3.1.1 Certified true copy of approved appointment of new employees	*Concerned Employee*
2.3.1.2 Certificate of Assumption (for new employees and those on leave without pay)	*Concerned Employee*
2.3.1.3 Certificate of non-payment from previous agency, for transferees	*Concerned Employee*
2.2.2 For General Claims	
2.2.2.1 Same as those for item General Claims through the Automated Teller Machine (ATM)	*Concerned Employee*
2.4 Subsistence and Laundry Allowance	
2.4.1 For Individual Claims	
2.4.1.1 Authority for entitlement to collect the benefit approved by Agency Head	*OSEC/HRMD*
2.4.1.2 Approved DTR	*Concerned Employee*
2.4.1.3 Certification from Legal Office that the employee has no administrative charge	*Legal Services (LS)*
2.4.1 For General Claims	
2.4.2.1 Payroll of personnel entitled to claim	*Payroll Unit/AD*
2.4.2.2 Approved DTR	*Concerned Employee*
2.4.2.3 Authority to collect (for initial claim)	*Concerned Employee*
2.4.2.4 Approved E-MDS-ACIC	*Accounting Clerk*
2.4.2.5 Approved We-Access Transaction Reference	*Accounting Clerk*
2.5 Productivity Enhancement Incentive (PEI)	

2.5.1 For Individual Claims		
2.5.1.1	Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory	*HRMD*
2.5.1.2	Certification from the Legal Office that the employee has no administrative charge	*LS*
2.5.2 For General Claims		
2.5.2.1	PEI Payroll	*Payroll Unit/AD*
2.5.2.2	List of personnel dismissed within the year	*LS/HRMD*
2.5.2.3	List of personnel on Absent Without Official Leave (AWOL)	*HRMD*
2.5.2.4	Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory	*HRMD*
2.5.2.5	Payroll Register (hard and soft copy)	*Payroll Unit/AD*
2.5.2.5	Approved E-MDS-ACIC	*Accounting Clerk*
2.5.2.6	Approved We-Access Transaction Reference	*Accounting Clerk*
2.6 Special Counsel Allowance		
2.6.1	Office Order/Designation/Letter of Office of the Solicitor General (OSG) deputizing the claimant to appear in court as special counsel	*Concerned Employee/OSG*
2.6.2	Certificate of Appearance issued by Clerk of Court	*Concerned Employee/Clerk of Court*
2.6.3	Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented	*Concerned Employee/LS*
2.6.4	Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriations Act (GAA) of the amount per month	*Chief Accountant*
2.7 BAC Honoraria		
2.7.1	Payroll	*Payroll Unit/AD*

2.7.2	Office Order creating and designating the BAC composition and authorizing members to collect honoraria	*OSEC/HRMD*
2.7.3	Minutes of BAC Meeting	*BAC Secretariat*
2.7.4	Notices of Award to the winning bidders of procurement activity being claimed	*BAC Secretariat*
	Certification that the procurement involves competitive bidding	*BAC*
2.7.5	Attendance sheet listing names of attendees of BAC meeting	*BAC Secretariat*
2.7.6	Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof	*Chief / AD*
2.8 Hazard Pay for Science and Technology Personnel		
2.8.1	Approved Payroll	*Payroll Unit/AD*
2.8.2	Approved Payroll Register	*Payroll Unit/AD*
2.8.3	Approved E-MDS-ACIC	*Accounting Clerk*
2.8.4	Approved We-Access Transaction Reference	*Accounting Clerk*
2.8.5	Computation for entitlement of benefits	*HRMD*
2.8.6	Certificate of Eligibility	*OSEC/HRMD*
2.9 Overtime Pay		
2.9.1	Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work	*OSEC/HRMD*
2.9.2	Quantified Overtime accomplishment duly signed by the employee and supervisor	*Concerned Employee*
2.9.3	Certificate of service or duly approved DTR	*Concerned Employee*
2.10 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)		
2.10.1 For Individual Claims		

2.10.1.1	Clearance from money, property and legal accountabilities (retiree)	*Concerned Employee*
2.10.1.2	Certification that the employee is qualified to receive the MYB/YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 and 2017-02 dated May 8, 2017	*HRMD*
2.10.1.3	Certificate of Assumption to Office (for new employee/transferee)	*Concerned Employee*
2.10.1.4	Certificate of non-payment from previous agency (for transferee)	*Concerned Employee*
2.10.2 For General Claims		
2.10.2.1	Same as those for item General Claims through the Automated Teller Machine (ATM)	*Concerned Employee*
2.11 Terminal Leave Benefits		
2.11.1	Clearance from money, property and legal accountabilities	*Concerned Employee*
2.11.2	Certified photocopy of employee's leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by Admin/Human Resource Management Division	*HRMD*
2.11.3	Approved Leave Application	*Concerned Employee*
2.11.4	Complete Service Record	*Concerned Employee / HRMD*
2.11.5	Statement of Assets, Liabilities and Net Worth (SALN)	*Concerned Employee*
2.11.6	Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary from the last appointment is not the highest	*Concerned Employee / HRMD*
2.11.7	Computation of terminal leave benefits duly signed/certified by the accountant	*Chief, AD / HRMD*
2.11.8	Applicant's authorization (in affidavit form) to deduct all financial obligations with the agency	*Concerned Employee*
	Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019)	*Concerned Employee*

2.11.9	In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency	*Concerned Employee*
2.11.1 Additional requirements in case of death of claimant		
2.11.1.1	Death Certificate issued by PSA	*Concerned Employee / PSA*
2.11.1.2	Marriage Certificate issued by PSA	*Concerned Employee / PSA*
2.11.1.3	Birth Certificate of all surviving legal heirs issued by PSA	*Concerned Employee / PSA*
2.11.1.4	Designation of next-of-kin	*Concerned Employee*
2.11.1.5	Waiver of rights of children 18 years and above	*Concerned Employee*
2.12 Monetization of Leave Credits		
2.12.1	Approved leave application with leave credit balance certified by HRMD	*Concerned Employee*
2.12.2	Request for monetization of leave covering more than 10 days duly approved by agency head	*Concerned Employee*
2.12.1 For Monetization of 50 percent or more		
2.12.1.1	Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs	*Concerned Employee*
2.12.1.2	Barangay Certification in case of need for financial assistance brought about by calamities, typhoon, fire, etc.	*Concerned Employee*
2.12.1.3	Justification on financial needs for the education of employee or children	*Concerned Employee*
2.13 Loyalty Cash Award/Incentive		
2.13.1 For Individual Claims		
2.13.1.1	Service Record	*Concerned Employee / HRMD*
2.13.1.2	Certificate of non-payment from previous office (for transferee)	*Concerned Employee*
2.13.1.3	Certification from HRMD that the claimant has not incurred more than 50 days of vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized	*HRMD*

	vacation leave without pay within the 5-year period, as the case may be	
2.13.2 For General Claims		
2.13.2.1	Same as those for item General Claims through the Automated Teller Machine (ATM)	*Concerned Employee*
2.14 Collective Negotiation Agreement (CNA) Incentive		
2.14.2	Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive	*AS / Employees' Association (EA)*
2.14.3	Copy of CNA	*AS / EA*
2.14.4	Comparative statement of DBM approved level of operating expenses and actual operating expenses	*BD*
2.14.5	Certification issued by the Agency Head on the total amount of unencumbered savings generated from the cost-cutting measures identified in CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement	*OSEC / BD*
2.14.6	Proof that the planned programs/activities/ projects have been implemented and completed in accordance with targets for the year	*OSEC / BD*
2.15 Extraordinary and Miscellaneous Expenses		
2.15.1	Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA	*Concerned Employee*
2.15.2	Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA	*Concerned Employee*
2.15.3	Minutes of meeting if used for the purpose of meetings, seminars and conferences	*Concerned Employee*
2.15.4	Attendance Sheet	*Concerned Employee*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRMD prepare Memo with	1.1 Receive Memo together with required documents, record in the	None	4 days	*Receiving Clerk, AD*

complete required documents.	incoming logbook and endorse to payroll staff. 1.2 Compute / Prepare payroll and DV. 1.3 Review the computation / payroll for correctness of amounts. 1.4 Forward documents to BD.			*Payroll Staff, AD* *Accountant, AD*
	1.5 Receive documents, record in the incoming logbook for ORS. 1.6 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures. 1.7 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service. 1.8 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS). 1.9 Encode ORS to Payment Monitoring System. 1.10 Review as to correctness, completeness, and availability of funds.	None	5 minutes 10 minutes 10 minutes 5 minutes 7 minutes 5 minutes	*Receiving Clerk, AD* *Receiving Clerk, BD* *Budget Officer* *Budget Officer* *Budget Officer* *Budget Officer*

	1.11 Update status of ORS. 1.12 Recommend for approval as to correctness, completeness, and availability of funds. 1.13 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B). 1.14 Record ORS to outgoing logbook and transmit to HRMD.		2 minutes 6 minutes 5 minutes 5 minutes	*Budget Officer* *Budget Officer* *Supervising Budget Officer* *Chief, BD* *Receiving Clerk, BD*
2. HRMD receive DV, ORS with computation of salary/payroll and other supporting documents.	2.1 Receive DV, ORS and its attachments, record in the incoming logbook and forward to AO V. 2.2 Check/verify documents and sign initials in the Box A of DV and ORS and attached payroll and forwards to Chief. 2.3 Sign Box A of DV, ORS and attached payroll.	None	1 day	*Receiving Clerk, HRMD* *AOV and Supervising AO, HRMD* *Chief, HRMD*
3. Forward DV, certified ORS and its SDs to AD.	3.1 Receive DV, certified ORS and its SDs, record in the Incoming logbook and endorse to payroll unit. 3.2 Evaluate/process DV as to the completeness of its SDs and propriety of claim then affix initials. In case of there was prior payment for the same claim, incomplete and/or additional documentary requirements	None	5 hours	*Receiving Clerk, AD* *Accountant, AD* *Accounting Clerk, AD*

	that will be required to substantiate the claim, the responsible person shall document the result of the review and transmit/return the documents to the end-user for completion. (Return to Step 4).			
	3.4 Assign DV number and record/encode in the Payment Monitoring System/ Index of Payment and forward to Supervising Accountant.			*Supervising Accountant, AD* *Chief, AD*
	3.5 Review processed DV and its SDs and affix initials in Box C of DV.			*Receiving Clerk, AD*
	3.6 Certify and sign Box C of DV.			*Office of Approving Authority*
	3.7 Record in the logbook and release/endorse processed DV and its SDs to Approving Authority.			*Receiving Clerk, AD*
	3.8 Office of the approving authority receives the documents.		3 Days	*Accounting Clerk, AD*
	Approving Authority reviews and signs the DV for approval; and concerned staff returns documents to AD.			*Chief, AD*
	3.9 Receive and record in logbook the approved DV.	None	3 hours	*Receiving Clerk, AD*
	3.10 Prepare LDDAP-ADA/E-MDS-ACIC and sign “Prepared by”.			*Receiving Clerk, TD*

	*For initial payment, prepare Letter of Introduction (LOI) and endorse to Land Bank of the Philippines (LBP) for the enrolment to the E-MDS System. 3.11 Sign "Certified correct:" in the E-MDS-ACIC. 3.12 Log and forward to TD. 3.13 Receive & encode EMDS – ACIC / DV to Check Monitoring System (CMS). 3.14 Review the correctness of E-MDS-ACIC as against the DV. 3.15 Check and validate the entered details in the CMS as against the DV & LDDAP-ADA/EMDS-ACIC. 3.16 Log manually in the journal deduction of validated LDDAP-ADA / EMDS-ACIC from NCA balance. 3.17 Sign LDDAP-ADA/EMDS-ACIC and approve the same in the E-MDS online. 3.18 Forward to Approving Authority. Approving Authority reviews and signs the LDDAP-ADA/EMDS-ACIC; and concerned staff returns documents to TD. 3.19 Receive approved LDDAP-ADA/E-MDS-ACIC, sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank.	None None	(additional 1-3 days for processing of LOI by LBP)* 5 minutes 5 minutes 5 minutes 5 minutes 5 minutes 1 day 5 minutes	*Administrative Officer (AO) III* *AO III / AO V* *AO V* *Chief, TD* *Office of Approving Authority* *Administrative Assistant (AA) II (Disbursing Officer)*
4. Transfer of funds/ payment from DOE Payroll account to	4.1 Check if funds have been credited to the DOE Payroll account. Prepare Payroll Register and LBP We-Access Transaction Reference. Sign on "Prepared by" then forward to Chief.	None	1 day	*Accounting Clerk, AD*

employees' accounts	4.2 Sign on "Checked by". 4.3 Forward to documents to TD. 4.4 Check and approve transaction on LBP We-Access. Signs initials and forward documents to approving authority. 4.4 Approve transaction on LBP-We Access and sign on "Approved by". 4.5 Forward documents to TD.			*Chief, AD* *Accounting Clerk, AD* *AO V / Chief, TD* *Director, AS* *Receiving Clerk, AS*
Total Number of Days		**10 working days and 130 minutes to 14 working days and 130 minutes**		

Recapitulation:

Particulars	**Processing Time**
DV Approval	3
Acctg	5 days
BD	60 minutes
HRMD	1 day
TD	30 minutes
Payment Approval	1
Total	**10 days and 130 minutes**
Additions:	
Transfer of funds/ payment from DOE Payroll account to employees' accounts	1 day
LOI	3 days
Total with additions	**14 days and 130 minutes**

Payment of Claims Related to Utility and Communication Expenses, Contracted-out Services, Suppliers/Contractors/Consultancy Services, Contracts, Purchase Orders, Infrastructure Projects, Inter-Agency Fund Transfers, Contract of Service and Others

Office or Division:	Accounting Division (AD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Citizen (G2C); Government to Government (G2G); and Government to Business (G2B)
Who May Avail:	Contract of Service (COS) Employees, Suppliers, Contractors, and/or Consultants, Other Government Units (facilitated by end-user unit)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (DV) 2. Obligation Request and Status (ORS) 3. Supporting Documents (SDs) as prescribed by COA Circular No. 2012-001 dated June 14, 2012, Republic Act No. 9184 Government Procurement Reform Act and its Implementing Rules and Regulations and other documentary requirements may be required for special transactions.	
1. Utilities Expenses (Water, Electricity, and Communication/Telephone)	
1.1 Billing Statement / Statement of Account	*Concerned unit /* *General Service Division (GSD)*
1.2 Certificate of Acceptance of services rendered	*Concerned unit /* *General Service Division (GSD)*
2. Janitorial / Security and other Service Provider	
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds	*GSD /AD*
2.2 Billing Statement/Statement of Account	*Service Provider*
2.3 Duly Approved Daily Time Record	*Service Provider / GSD*
2.4 Certification of Service Rendered	*GSD*
2.5 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors	*Service Provider / GSD*
2.6 BAC Documents	*Procurement Management Division (PMD)*
2.7 Authorization for payment	*Concerned unit / GSD /*

		Approving Authority
3. Cash Advance (CA) for Revolving Fund for Field Project Expenses, Setting Up of Special Purpose Petty Cash/Imprest Fund		
3.1 Initial Cash Advance		
3.1.1	Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund	*SDO*
3.1.2	Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as SDO	*SDO / BTR*
3.1.3	For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency	*SDO*
3.1.4	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.	*SDO*
3.1.5	For Field Offices' (FOs) CA, memo request for transfer of funds and approved Budget for Current Operating Expenses (COE)	
3.2 Replenishment of Petty Cash		
3.2.1	Report on Paid Petty Cash Vouchers (RPPCV)	*SDO*
3.2.2	Duly accomplished and approved Petty Cash Vouchers (PCVs)	*SDO*
3.2.3	Approved Purchase Request with certificate of Emergency Purchase, if necessary	*SDO / Concerned Employee*
3.2.4	Bills, receipts, sales invoices	*SDO / Concerned Employee*
3.2.5	Certificate of Expense not Requiring Receipt (CERR) or Reimbursement Expense Receipts (RER), if applicable	*SDO / Concerned Employee*
3.2.6	Inspection and Acceptance Report (IAR) or Certificate of Inspections and Acceptance	*SDO / Concerned Employee*

3.2.7	Pre-/Post-Repair Inspection Report	*SDO / GSD*
3.2.8	Waste Material Report (WMR) in case of replacement/repair	*SDO / GSD / Concerned Employee*
3.2.9	Approved trip ticket, for gasoline/fuel, together with parking and toll fee receipts, if any (for government vehicles only)	*SDO / Concerned Employee*
3.2.10	Canvass from at least 3 suppliers, except for purchases made while on official travel	*SDO / Concerned Employee*
3.2.11	Summary/Abstract of Canvass	*SDO / Concerned Employee*
3.2.12	Inventory Custodian Slip (ICS) for semi-expendable items	*SDO / Concerned Employee*
3.3 Replenishment of Field Offices' Cash Advances		
3.3.1	Memo request for replenishment of funds	*SDO / FO Director*
3.3.2	Report of Checks Issued (RCI)	*SDO*
3.3.3	Cash in Bank Register (CBReg)	*SDO*
3.3.4	Tax Remittance Advice (TRA), if any	*SDO*
4. Job Order for Repair and Maintenance		
4.1	Duly signed Purchase Order	*Concerned unit*
4.2	Pre-repair Evaluation/Inspection Report	*Concerned unit*
4.3	Approved Job Order Request	*Concerned unit*
4.4	BAC Resolution, Notice of Award and Notice to Proceed and other BAC documents	*PMD*
4.5	Warranty Certificate, if applicable	*Service Provider*
4.6	Certificate of Acceptance of services rendered	*Concerned unit / GSD*
4.7	Authorization for Payment	*Concerned unit*
4.8	Billing / Invoice	*Concerned unit / Service Provider*
5. Discretionary/ Representation/ conference/ entertainment and meeting expense		
5.1	Official Receipt, Cash Invoice/Statement of Account	*Concerned unit / Supplier*
5.2	List of Attendees/guest	*Concerned unit*
5.3	Purpose of the expense	*Concerned unit*

5.4	Authority to incur expenses duly approved by authorized official	*Concerned unit*
5.5	BAC documents, if applicable	*Concerned unit / BAC*
5.6	Approved Purchase Request, if applicable	*Concerned unit*
7.8	Certificate of expense by the official concerned (for discretionary)	*Concerned unit*
6. Gasoline/ Fuel/ Oil/ Lubricants		
6.1	Billing Statement/ Statement of Account	*Concerned unit / Supplier*
6.2	Vehicle Trip Ticket	*Concerned unit*
6.3	Requisition & Issue Slip	*Concerned unit*
7. Contracts / Purchase Orders / Contract of Consultancy / Infrastructure Project		
7.1	Billing Statement/ Statement of Account	*Concerned unit*
7.2	Contract with Certificate of Availability of Funds	*Concerned unit / AD*
7.3	BAC Documents	*PMD / Concerned employee*
7.4	Authorization for Payment	*Concerned unit /* *Approving Authority*
7.5	Certificate of Acceptance of goods delivered/ services rendered	*Concerned unit /GSD*
7.6	Delivery Receipts	*Concerned unit / Supplier*
7.7	Approved Purchase Request	*Concerned unit*
7.8	Other documents as required by the contract	*Concerned unit*
8. Inter-Agency Fund Transfers		
8.1	Copy of duly approved MOA/Trust Agreement or its equivalent	*Concerned unit*
8.2	Copy of Approved Program of Work (for infrastructure project)	*Concerned unit*
8.3	Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure)	*Concerned unit*

8.4	Certification by the Chief Accountant that funds previously transferred have been liquidated and accounted for in the books	*AD*
8.5	Copy of the OR/eOR/AR or equivalent issued by the Implementing Agency (IA) to DOE acknowledging receipt of funds transferred (for post-audit activities)	*Concerned unit / IA*
8.6	OR/eOR/AR or equivalent from IA, if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)	*Concerned unit / IA*
8.7	Acknowledgement Receipt for those recipients of research fund	*Concerned unit / IA*
8.8	Copy of TCT of the land where the project will be built and a certification from the IA that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way	*Concerned unit / IA*
9. Salary of Individuals hired under Contract of Service (COS)		
9.1	Contract duly signed, notarized with Certificate of Availability of Funds	*HRMD / Accounting Division (AD)*
9.2	Accomplishment Report and Approved Daily Time Record	*Concerned employee*
9.3	Other documents as required by the contract	*Concerned employee*
9.4	Other documents as required by the contract	*Concerned employee*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the ORS with complete Supporting Documents (SDs) to BD.	1.1 If with certified ORS proceed to step 2.1. Receive ORS and its SDs, record in the incoming logbook for ORS.	None	5 minutes	*Receiving Clerk, BD*
	1.3 Evaluate/ Process ORS as to completeness of documents and check for availability of funds per object of expenditures.		5 minutes	*Budget Officer, BD*

	1.4 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service.		5 minutes	*Budget Officer, BD*
	1.5 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO).		3 minutes	*Budget Officer, BD*
	1.6 Encode ORS to Payment Monitoring System (PMS).		5 minutes	*Budget Officer, BD*
	1.7 Review as to correctness, completeness, and availability of funds.		3 minutes	*Budget Officer, BD*
	1.8 Update status of ORS.		1 minute	*Budget Officer, BD*
	1.9 Recommend for approval as to correctness, completeness, and availability of funds.		3 minutes	*Supervising Budget Officer, BD*
	1.10 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B).		5 minutes	*Chief, BD*
	1.11 Record ORS to outgoing logbook and transmit to AD.		5 minutes	*Receiving Clerk, BD*
2. Prepare and submit to AD, DV with certified ORS	2.1 Receive DV and its SDs, record in the incoming logbook and endorse to Accountant.	None	7 days	*Receiving Clerk, AD*

and its complete SDs.	2.2 Evaluate/process DV as to the completeness of its required documents and propriety of claim. 2.3 If documents submitted are incomplete, return to end-user for compliance (process restart at Step 2). If documents submitted are complete, accurate and proper, proceed to Step 3.2.			*Accountant, AD* *Accountant/* *Receiving Clerk, AD*
3. Comply and Submit of DV, certified ORS and its complete SDs to AD	3.1 Receive DV and its SDs, record in the incoming logbook and endorse to Accountant. 3.2 If claim is proper and with complete SDs, Compute for applicable withholding taxes and/or penalty and other deductions, if any, and prepare Certificate of Taxes Withheld (BIR Form 2307), if applicable. Then, affix initials on box C of DV. 3.3 Assign DV number and record/ encode in the Payment Monitoring System/ Index of Payment and forward to Supervising Accountant. 3.4 Review processed DV and its SDs and affix initials in Box C of DV. 3.5 Certify and sign Box C of DV.	None	1 day	*Receiving Clerk/ Accountant, AD* *Accountant, AD* *Accounting Clerk, AD*

	3.6 Record in the logbook and release/endorse processed DV and its SDs to Approving Authority.			*Supervising Accountant, AD*
	3.7 Office of the approving authority receives the documents. Approving Authority reviews and signs the DV for approval; and concerned staff returns documents to AD.	None	3 to 7 days	*Chief, AD* *Receiving Clerk, AD*
	3.8 Receive and record in logbook the approved DV and endorse to preparer of payment/E-MDS/LDDAP-ADA. If mode of payment is through Check, forward documents to TD and proceed to Step 3.12. 3.9 If mode of payment is E-MDS/LDDAP-ADA, check for attached Official/Acknowledgement Receipt (OR/AR). For Check payment, forward documents to TD. (Then proceed to Step 2.13) If there's no OR/AR, inform end-user/ concerned unit. Proceed to next step upon receipt of OR/AR. 3.10 Prepare E-MDS-ACIC/LDDAP-ADA and sign "Prepared by". *For initial payment, prepare Letter of Introduction (LOI) and endorse to Land Bank of the Philippines (LBP) for the enrolment to the E-MDS System.	None	1 day	*Office of Approving Authority* *Receiving Clerk, AD* *Accounting Clerk, AD*

	3.11 Sign “Certified correct:” in the E-MDS-ACIC. 3.12 Log and forward to TD.			
	3.13 Receive & encode EMDS – ACIC /LDDAP-ADA/Check and DV to Check Monitoring System (CMS). If Check payment, prepare Check.	None	(additional 3 days for processing of LOI by LBP)*	*Accounting Clerk, AD*
	3.14 Review the correctness of E-MDS – ACIC/LDDAP-ADA/Check as against the DV.		5 minutes	*Chief, AD*
	3.15 Check and validate the entered details in the CMS as against the DV & EMDS-ACIC/LDDAP-ADA/Check.		5 minutes	*Receiving Clerk, AD* *Receiving Clerk, TD*
	3.16 Log manually in the journal deduction of validated LDDAP-ADA / EMDS-ACIC from NCA balance.		5 minutes	
	3.17 Sign LDDAP-ADA/EMDS-ACIC and approve the same in the E-MDS online.		5 minutes	*Administrative Officer (AO) III*
	3.18 Forward to Approving Authority. Approving Authority reviews and signs the LDDAP-ADA/EMDS-ACIC; and concerned staff returns documents to TD.		5 minutes	*AO III / AO V* *AO V*
	3.19 Receive approved LDDAP-ADA/E-MDS-ACIC/Check, sort		1-2 days (depends on the availability	

	original and duplicate copies of ACIC and LDDAPADA for submission to Landbank.		of signatories and/or further clarifications) 5 minutes	*Chief, TD* *Office of Approving Authority* *Administrative Assistant (AA) II* *(Disbursing Officer)*
Total Number of Days		**13 working days and 70 minutes to 21 working days and 90 minutes**		

Recapitulation:

Particulars	Director	USEC	SEC
DV Approval	3	5	7
Acctg	9 days		
BD	40 minutes		
TD	30 minutes		
Payment Approval	1	2	
Total	**13 days and 70 minutes**	**16 days and 70 minutes**	**18 days and 70 minutes**

Additions:

With Multiple PAPs / billings / UACS Code	20 minutes		
LOI	3 days		
Total with additions	**16 days and 90 minutes**	**19 days and 90 minutes**	**21 days and 90 minutes**

BUDGET DIVISION (BD)

PROCESSES

1. Processing of Request for Service (RFS) / Purchase Request (PR)

2. Processing of Obligation Request and Status (ORS) related to Contracts / Purchase Orders (PO) / Memorandum of Agreement (MOA)

Request for Services (RFS) / Purchase Request (PR)

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 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Request for Services / Purchase Request based on programmed activities and or approved appropriations		None		*Requesting Employee*
2. Submit approved and numbered RFS/PR together with its supporting documents				*Requesting Employee*
	1.1 Receive RFS/PR and review as to completeness of documents		5 minutes upon receipt of documents	*Staff Budget Division*
	1.2 Evaluate / Process RFS/PR as to completeness and correctness of documents and check if the programmed activities of the unit is approved and or DBM approved CO		5 minutes	*Budget Officer*

	and with available allotment			
	1.3 Review RFS/PR as to correctness of supporting documents and evaluate cost estimates based on quotation submitted and or fair market study		8 minutes	*Supervising Budget Officer*
	1.4 Approve funding allocation for RFS/PR		5 minutes	*Chief, BD*
	1.5 Record to outgoing logbook the signed RFS/PR route and receive by the requesting party		2 minutes	*Staff Budget Division*
Total Number of Days			**0.05 Working Day** (25 Minutes)	

Processing of Obligation Request and Status (ORS) related to Contracts / Purchase Orders (PO) / Memorandum of Agreement (MOA)

Office or Division:	Budget Division (BD)
Classification:	Simple Transaction
Type of Transaction:	Government to Government
Who May Avail:	All DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Duly signed contract / PO / MOA	*Concerned unit*
2 Approved Job Order (if necessary)	*Concerned unit*
3 BAC Documents (BAC Resolution and Notice of Award)	*Procurement Management Division (PMD)*
4 Approved Purchase Request	*Concerned unit*
5 Other documents as required by the contract	*Concerned unit*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
			Single PAP / billing / UACS Code	With Multiple PAPs / billings / UACS Code	
1. Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD		None			*Requesting Employee*

	1.1 Receive ORS and record to incoming logbook for ORS		5 minutes upon receipt of documents		*Staff Budget Division*
	1.2 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures		5 minutes	10 minutes	*Budget Officer*
	1.3 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		5 minutes	10 minutes	*Budget Officer*
	1.4 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS) / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO)	None	3 minutes	5 minutes	*Budget Officer*

	1.5 Encode ORS to Payment Monitoring System		5 minutes	7 minutes	*Budget Officer*
	1.6 Review as to correctness, completeness, and availability of funds		3 minutes	5 minutes	*Budget Officer*
	1.7 Update status of ORS		1 minute	2 minutes	*Budget Officer*
	1.8 Recommend for approval as to correctness, completeness, and availability of funds		3 minutes	6 minutes	*Supervising Budget Officer*
	1.9 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		5 minutes		*Chief, BD*
	1.10 Record ORS to outgoing logbook and transmit to Accounting Division		5 minutes		*Staff Budget Division*
Total Number of Days			**0.08 Working Day** (40 Minutes)	**0.13 Working Day** (60 Minutes)	

ADMINISTRATIVE SERVICE (AS)

ADMINISTRATIVE SERVICE (AS)

SUMMARY OF PROCESSES

External Services

Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
1. Recruitment Process ***(ISO Certified)***	45 Working Days	Complex

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
2. Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities	4 days, 3 hours and 35 minutes	Complex

Records Management Division

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

Treasury Division (External/Internal Services)

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

Administrative Service (AS)

Internal Services

Human Resource Management Division (HRMD)

PROCESSES	DURATION	CLASSIFICATION
8. Processing of Applications of GSIS Retirement/Updating/Correcting of Personal Data		Simple
a. Request for change of/correction of name/personal data, contact details or status of applicant	25 minutes (Single Transaction)	
b. Retirement/Separation	30 minutes (Single Transaction)	
c. Application for Loans	5 minutes (Single Transaction	
9. Processing of Applications for PAG-IBIG		Simple
a. Submission of Application for Retirement/Separation, Maturity Benefits, and Loans	30 minutes (Single Transaction)	
b. Submission of PAG-IBIG Request for Consolidation/Merging of Member's Records Form for Newly-hired Employees	30 minutes (Single Transaction)	
10. Processing of Applications for PHILHEALTH		Simple
a. Submission of Application for Retiree – Lifetime Membership	30 minutes (Single Transaction)	

b. Submission of PhilHealth Member Registration Form (PMRF) for Newly hired employees	30 minutes (Single Transaction)	
11. Processing of Request for Authority to Render Overtime Work (RAROW) With Pay	5 working days	Simple
12. Processing of Applications for Provident Fund Loan	1 Hour & 10 minutes	Simple
13. Processing of Personnel Development Nomination	10 working days	Complex
14. Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)	2 Hours & 5 minutes	Simple
15. Processing of Applications for Magna Carta Eligibility	2 hours & 5 Minutes	Simple

General Services Division (GSD)

PROCESSES	DURATION	CLASSIFICATION
16. Request for Audio-Visual Room (AVR) Reservation	18 minutes	Simple
17. Request for Service Vehicle (GSD Pooled)	15 minutes	Simple
18. Request for Repair and Maintenance Services (Thru Petty Cash)	10 Hours and 5 minutes	Simple
19. Request for Repair and Maintenance Services (Thru BAC Procurement)	8 Hours and 5 minutes	Simple
20. Request for Supplies and Materials	2 Hours and 35 minutes	Simple

Records Management Division (RMD)

PROCESSES	DURATION	CLASSIFICATION
21. Publication of DOE Issuances	2 Working Days & 30 minutes	Simple
22. Mailing/Postal Services	2 hours & 40 minutes	Simple
23. Messengerial Delivery Service	2 hours & 50 minutes	Simple

Treasury Division (TD)

PROCESSES	DURATION	CLASSIFICATION
24. Petty Cash Disbursement	15 minutes	Simple

Procurement Management Division (PMD)

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

HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

EXTERNAL SERVICES

1. Recruitment Process ***(ISO Certified)***

INTERNAL SERVICES

1. Processing of Applications for GSIS Retirement/ Updating/Correction of Personal Data
2. Processing of Applications for PAG-IBIG
3. Processing of Applications for PHILHEALTH
4. Processing of Request for Authority to Render Overtime Work (RAROW) With Pay
5. Processing of Applications for Provident Fund Loan
6. Processing of Personnel Development Nomination
7. Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)
8. 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.

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 REQUIREMENTS	WHERE TO SECURE
1. Filled out the Online Application Form.	Human Resource Information and Payroll System (HRIPS) DOE Website
2. Cover Letter and Updated Resume.	Applicant
3. Certificate of Graduation/Diploma and Transcript of Records.	Applicant
4. Civil Service Certificate of Eligibility/PRC Board Exam Rating.	Civil Service Commission (CSC), Professional Regulation Commission (PRC), Integrated Bar of the Philippines (IBP), Career Executive Service Board (CESB)
5. Certificate of seminars/trainings attended.	Applicant
6. Latest Performance Rating or Performance Evaluation form, for those with work experience or with previous employer.	Applicant
7. Individual Performance Commitment Review (IPCR) (If employed in the government only).	Applicant
8. One (1) 3.5 cm x 4.5 cm (passport size) recent photo.	Applicant

9. Outstanding Accomplishments (if for HRMPSB interview)	Applicant
10. Work Experience Sheet	Applicant

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Online Application Form through the HRIPS and attach application documentary requirements	1.1. Evaluate completeness of application documents	N/A	HRMA/HRMO II HRMO III, HRMD
	1.2. Evaluate applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant is qualified or not 1.2.1. Schedule the applicant to attend the HRMD Initial Interview	29	HRMA/HRMO II HRMO III, HRMD

2. Attend the HRMD Initial Interview *Note: This process may be skipped if the applicant had been previously interviewed*	2.1. Conduct the HRMD Initial Interview with Applicants 2.1.1. Schedule the applicant to take the DOE Qualifying Examination		HRMA/HRMO II HRMO III, HRMD
3. Take the DOE Online Qualifying Examination *Note: This process may be skipped if the applicant had passed previously taken the examination*	3.1. View the results of the DOE Online Examination / Psychological Assessment 3.2. Prepare assessment sheet of each applicant of a particular vacant position	7	HRMA/HRMO II HRMO III, HRMD HRMA HRMO II HRMO III
	3.3. Prepare referral memorandum for a particular vacant position 3.4. Submit to immediate supervisor 3.5. Review referral memorandum and assessment sheets 3.6. Release referral memorandum and assessment sheets to End-User	2	Supervisor/Chief, HRMD

4. Attend the End-User Evaluation (EUE) Committee Interview / Deliberation	4.1. Conduct of End-User Evaluation (EUE) Committee assessment 4.2. Prepare EUE Committee's endorsement 4.3. Receive EUE Committee's endorsement/submission 4.4. Check/verify EUE's endorsement/submission	N/A	End-User Clerk III, HRMD HRMO II /HRMO III, HRMD
	4.5. Prepare Notice of HRMPSB Meeting 4.6. Request submission of Outstanding Accomplishment (OA) Form 4.7. Schedule pre-HRMPSB Meeting 4.8. Conduct of Pre-HRMPSB Meeting	4	AS Director, Office of the AS Director / HRMPSB Secretariat, HRMD

5. Submit OA Form and Attend the HRMPSB interview / deliberation	5.1. Conduct of HRMPSB Regular Deliberation/Meeting 5.2. Prepare Job Offer 5.3. Review, initial, sign Job Offer 5.4. Release signed Job Offer to applicant	1 2	HRMPSB/ HRMPSB Secretariat, HRMD AS Director HRMPSB Secretariat / AS Director, Office of the AS Director
	TOTAL NUMBER OF DAYS	**45**	

*Timeline is for batch processing of 20 posted vacant positions with 15 or less applicants per vacancy
*Every additional ten (10) applicants would require additional three (3) working days in the HRMD Assessment
*Batch processing would require that all applicants included in the batch have completed the HRMD Assessment
*Peculiar/rare cases may require more than required number of working days

GENERAL SERVICES DIVISION (GSD)

EXTERNAL SERVICES

1. Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

INTERNAL SERVICES

1. Request for Audio-Visual Room (AVR) Reservation
2. Request for Service Vehicle (GSD Pooled)
3. Request for Repair and Maintenance Services (Thru Petty Cash)
4. Request for Repair and Maintenance Services (Thru BAC Procurement)
5. 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

Office or Division:	General Services Division
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	NGAs, LGUs, GOCCs and State Universities
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request of PPE and Semi-Expendable Items thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools or state Universities	Bureau/Service/Office concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter Request of Property, Plant and Equipment (PPE) and Semi-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			
Total Number of Days				**4 days, 3 hours and 35 minutes**

*****For single item only

*This process is applicable on all donations (property and vehicle) made by the DOE to other NGAs, LGUs, GOCCs, State Universities, etc. with the following conditions:

1. Steps involving the approval/inspection of COA, the Disposal Committee, other concerned offices shall not be counted against the processing time of the documents;
2. These steps shall depend on the availability of signatories/offices involved in the process even if the documents are in the possession of the processing unit.

RECORDS MANAGEMENT DIVISION (RMD)

EXTERNAL/INTERNAL SERVICES

1. 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.*

Office or Division:	Records Management Division (RMD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Stakeholders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Pre-numbered stubs to be attached to the documents	DOE Guards on Duty/Security Personnel
2. Transmittal or Cover Letter	External Clients

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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	*10 mins*	*RMD-Receiving Unit Staff / Officer*
	1.2a In Personal Delivery, if incomplete, return to the proponent.		*3 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 upper right most of the document indicating the time and date of receipt and affix the initial of the Receiving Staff		*10 mins.*	
	1.4 Sort/segregate documents received by office/bureau/service		*10 mins.*	
	1.5 Encode in the Energy Application Monitoring System (EAMS)		*20 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		*10 mins.*	
	1.8 Route the documents to the concerned office/bureau/service		*Within one (1) working day*	*RMD Staff / Messenger*
Total Number of Day/s			**1 Working Day** *(Additional 1.5 hr. to a single transaction as stated in the* *above actions 1.1 to 1.7)*	

**Per transaction/document received*

Request for Information (under the Freedom of Information)

Office or Division:	Records Management Division (RMD) as DOE FOI Receiving Officer
Classification:	FOI Transaction under Executive Order No. 02, Series of 2016
Type of Transaction:	Government-2-Citizens
Who May Avail:	Citizens/Stakeholders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. eFOI/Standard Request Form	Access to website www.foi.gov.ph
2. Complete Contact information	External Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit eFOI/Standard Request Form	1.1 Check if the request is valid and receive request	None	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			*FOI Receiving Officer, FOI Action Officer*
	1.7 If the request for information is available, forward to the concerned FOI Decision Maker (FDM)			*FOI Receiving Officer*
	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		10 days	*FOI Action Officer*
	1.10 Inform/Consult other officials with key interest			*FOI Action Officer, Technical Staff, Division Chief*
	1.11 Review content of documents and apply relevant exemptions			*FOI Decision Maker*
	1.12 Consider comment/advice of FDM and/or other officials			*FOI Action Officer*

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

Authentication of Documents

Office or Division:	Records Management Division (RMD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement letter from the originator of the document	DOE Concerned Bureau/Service/Office
2. Request letter from client	External Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter and Endorsement letter from the concerned bureau/service/ office	1.1 Receive Request letter and Endorsement letter from the originator of the document requested	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	*Records Officer, RMD*
	2.4 Sign/authenticate the requested document		2 hours	*Records Officer, RMD*
	2.5 Inform the requesting party that the document is ready for pick-up		10 mins.	*Staff, RMD*
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.

Office or Division:	TREASURY DIVISION (TD)
Classification:	Simple Transaction
Type of Transaction:	Government to Client (G2C); Government to Business (G2B)
Who may avail:	External / Internal Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Order of Payment 2. Cash / Check / Proof of Payment	Concerned Bureau / Division

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Order of Payment to TD/Cashier	1.1 Check the Validity of Order of Payment against approved Fees and Charges	See attached Schedule of Fees and 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
Total Processing Time			**5 minutes**	

Disbursement of Fund

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

Office or Division:	TREASURY DIVISION (TD)
Classification:	Simple Transaction
Type of Transaction:	Government to Client (G2C); Government to Business (G2B) Government to Government (G2G)
Who may avail:	External / Internal Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Signed LDDAP-ADA / EMDS – ACIC 2. Approved Disbursement Voucher (DV)	Accounting Division

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit signed LDDAP - ADA / EMDS-ACIC with approved DV and its attached documents	1.1 Receive & encode LDDAP-ADA / EMDS – ACIC / DV to Check Monitoring System (CMS)	Salaries & Wages of Officials, Employees, Service Contractuals & Job Orders Remittances to GSIS, HDMF, Philhealth, NHMFC Honoraria Suppliers/ Service Providers/ Contractors Utilities	3 minutes	Administrative Aide VI (Clerk III)
	1.2 Review the correctness of LDDAP-ADA / EMDS – ACIC as against the DV		2 minutes	Administrative Officer (AO) III
	1.3 Prepare BillerDes for utility payments (e.g. Globe, PLDT, Meralco) and Findes for payroll		5 minutes	AO III
	1.4 Check and validate the entered details		2 minutes	AO III / AO V

	in the CMS as against the DV & LDDAP-ADA/EMDS-ACIC	Rental Repairs & Maintenance Taxes, Licenses, Registrations Insurances Cash Advances Refunds Reimburse-ments Purchase of US $ for Poor's & Platts Capital Outlay Other Operating Expenses		
	1.5 Review the correctness of BillerDes & Findes as against the DV/s		2 minutes	AO V
	1.6 Log manually in the journal deduction of validated LDDAP – ADA / EMDS – ACIC from NCA balance		1 minute	AO V
	1.7 Sign LDDAP – ADA / EMDS – ACIC and approve the same in the EMDS online		2 minutes	TD Chief
	1.8 Sort original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank		3 minutes	Administrative Assistant (AA) II (Disbursing Officer)
Total Processing Time			**20 minutes**	
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
Total Processing Time			**20 minutes**	

INTERNAL SERVICES

HUMAN RESOUCE MANAGEMENT DIVISION

Processing of Applications for GSIS Retirement/Updating/Correcting of Personal Data

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. GSIS Retirement/Separation Form	
1.1. GSIS Separation Form	GSIS Website downloadable forms
1.2. Certificate of Leave Without Pay	Personnel Action Service Section in the Human Resource Management Division
1.3. Service Record	Personnel Action Service Section in the Human Resource Management Division
2. GSIS Updating/Correction of Personal Data	
2.1. Memorandum to HRMD Chief Administrative Officer	
2.2. PSA Birth Certificate/ Marriage Contract, whichever is applicable	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Request for change of/correction of name/ personal data, contact details, or status of applicant				

1. Submit Memo request for change of/correction of name/personal data, contact details or status	1.1 Receive/ Evaluate submission and check attachments.		10 minutes	HRMO II
	1.2 Encode the request and upload the required documents such as Birth Certificate, Marriage License, etc. 1.3 Submit online thru the Agency Remittance Advice (ARA) in the GSIS system.		15 minutes	HRMO II
	1.4. GSIS to update member's data the system.		N/A	
	Total Number of Days		**25 minutes (single transaction)**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. Retirement/ Separation				
1. Submit the duly accomplished Application for Retirement / Separation	1.1. Receive and review the information in the application forms 1.1.1 Coordinate/request for completion of data in the form and/or require to submit lacking document/s, if any.		30 minutes	HRMO II
	1.2. Submit the application and related documents		N/A	HRMO II

	to GSIS office, once a week.			
Total Number of Days			**30 minutes (single transaction)**	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
C. Application for Loans				
1. Applicant/employee to file loan application thru GSIS kiosk or GSIS touch mobile application	1.3. Receive and approve loan thru the GSIS Wireless Automated Processing System (GWAPS).	N/A	5 minutes	HRMO II
	1.4. GSIS to notify the applicant/employee that the loan has been approved.		N/A	GSIS
Total Number of Days			**5 minutes (single transaction)**	

Processing of Applications for PAG-IBIG

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Provident Benefits Claim (Compulsory Retirement)	
1.1. Duly accomplished Application Form	PAG-IBIG Website downloadable forms
1.2. Updated Service Record, with Certificate of LWOP	
1.3. Two (2) Valid IDs (Govt. issued), photocopy only	
2. Maturity Benefits (10, 15, 20 yrs.)	
2.1. Duly accomplished application form	PAG-IBIG Website downloadable forms
2.2. Updated Service Record	Personnel Action and Service Section in the Human Resource Management Division
2.3. Certificate of Leave Without Pay	
3. Multi-Purpose Loan (MPL)	
3.1. Duly accomplished MPL Form	PAG-IBIG Website downloadable forms
3.2. Original latest payslip with signature	Accounting Division, signed by Chief Accountant
3.3. Two (2) Valid Government IDs, photocopy only	
3.4. LBP Savings ATM Card or Loyalty Card (photocopy), with three signatures	
4. New Employee	

4.1 Duly accomplished Members Data Form				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A. Submission of Application for Retirement/Separation, Maturity Benefits, and Loans				
2. Submit the duly accomplished Application for the Retirement/ Separation, Maturity Benefits, and Loans	2.1 Receive and review the information in the application forms.	None	15 minutes	HRMO II
	2.2 Preparation of Summary/Matrix of applications		15 minutes	
	2.3 Signature and approval of Chief Administrative officer of HRMD.		N/A	
	2.4 Submission of application forms to Pag-IBIG office, once a week		N/A	
Total Number of Days		**30 minutes (for single application)**		

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
B. Submission of Pag-IBIG Request for Consolidation/Merging of Member's Records Form for Newly-hired Employees				

1. Submit duly accomplished form	1.1. Receive forms from the Personnel Action and Services Section (PASS) Recruitment Unit, and review the information in the application forms.	None	15 minutes	HRMO II
	1.2. Preparation of Summary/Matrix		15 minutes	
	1.3. Submission of forms to Pag-IBIG office, once a week		N/A	
Total Number of Days			**30 minutes (for single application)**	

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

RANGE FOR PROCESSING OF APPLICATIONS FOR PAG-IBIG	
NO. OF APPLICATIONS	**WORKING DAYS/HOURS TO PROCESS**
1	30 minutes
2 to 10	5 hours
11 to 20	1 day
21 to 30	2 days
31 to 40	3 days

Processing of Applications for PHILHEALTH

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Retiree – Lifetime Membership	
1.1. Duly accomplished application Philhealth Member Registration Form (PMRF)	Philhealth Website downloadable forms
1.2. Updated Service Record	
1.3. Two (2) ID pictures (1x1)	
2. New Employee	
2.1. Duly accomplished application PMRF	Philhealth Website downloadable forms
2.2. Marriage Certificate (if married employee)	
2.3. Birth Certificate of children below 18 y/o	
2.4. Birth Certificate of parents above 60 y/o (if single employee)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submission of Application for Retiree – Lifetime Membership				

3. Submit the duly Accomplished PhilHealth Member Registration Form (PMRF)	3.1 Receive and review the information in the application forms.	None	15 minutes	HRMO II
	3.2 Preparation of Summary/Matrix of PMRF applications		15 minutes	
	3.3 Submission of all application forms to PhilHealth office, once a week		N/A	
Total Number of Days			**30 minutes (for single application)**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. Submission of PhilHealth Member Registration Form (PMRF) for Newly hired employees				
1. Submit duly accomplished form	1.1. Receive forms from the Personnel Action and Services Section (PASS) Recruitment Unit, and review the information in the application forms.	N/A	15 minutes	HRMO II

	1.2. Preparation of Summary/Matrix		15 minutes	
	1.3. Submission of all application forms to PhilHealth office, once a week		N/A	
Total Number of Days		**30 minutes (for single application)**		

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

RANGE FOR PROCESSING OF APPLICATIONS FOR PHILHEALTH	
NO. OF APPLICATIONS	**WORKING DAYS/HOURS TO PROCESS**
1	2 hours
2 to 10	2 days
11 to 20	5 days
21 to 30	7 days
31 to 40	10 days

Processing of Request for Authority to Render Overtime Work (RAROW) With Pay

This applies to transactions done for the Processing of Authority to Render Overtime Services with Pay

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Simple Transactions
Type of Transaction:	Government-to-Government
Who May Avail:	DOE employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. RAROW Form	DOE Website

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and signed RAROW Form to the HRMD	1.1. Check the completeness of the submitted RAROW Form/s 1.1.1. If complete, receive RAROW Form/s submitted by the requesting employee or unit 1.1.2. Endorse received RAROW Form/s to the HRMD Chief 1.2. Provide instruction to the concerned HRMD Unit handing the processing of Overtime Work, for appropriate action	1 day	Clerk III, HRMD Chief, HRMD

	1.3. Evaluate thoroughly the merit of the Work to be rendered for Overtime with Pay 1.3.1. If the Overtime Work found merit, prepare Memorandum for the Secretary and the Certification of Authority to Render Overtime Work	2 days	HRMO I / HRMO III, HRMD
	1.4. Review Memorandum and Certification 1.4.1. If in order, affix initial on the Memorandum and Certification	1 day	Supervisor / Chief, HRMD
	1.5. Check Memorandum and Certification 1.5.1. If in order, sign/affix initials and endorse the Memorandum and Certification to OUSEC	N/A	Director, Office of the AS Director
	1.6. Check Memorandum and Certification 1.6.1. If in order, sign/affix initials and endorse the Memorandum and Certification to OSEC	N/A	Department Undersecretary for Administration, Office of the Usec
	1.7. Examine Memorandum and Certification 1.7.1. If in order, approve and sign Certification	N/A	Department Secretary, Office of the Secretary

	1.8. Receive approved Certification i. Release approved Certification to requesting employee/unit	1 day	Chief, HRMD HRMO I, HRMD
	TOTAL WORKING DAYS	**5 days**	

**only processes acted upon by HRMD are included in the processing time

Processing of Applications for Provident Fund

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Provident Fund Loan Application	
1.1. Application thru HRIPS	
1.2. Submission of Hard Copy of Provident Application	Download thru HRIPS
2. Death Benefits Claims	
2.1. Duly accomplished Death Benefit Form	Personnel Welfare and Performance Management Section in the Human Resource Management Division
2.2. Death Certificate issued by Local Civil Registry	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Apply thru HRIPS	1.1 Receive and approve thru HRIPS	N/A	10 mins.	HRMA
2. Download and submit Hard Copy to the HRMD	2.1 Receive application in hard copy		10 mins.	
	2.2 Evaluation and processing of application (once a week)		15 minutes	

	*note ***Board Resolution***			HRMA, HRMO II, III, IV
	2.3 Preparation of Memorandum for signature and approval of the Board of Trustees.		10 minutes	
	2.4 Preparation and submission of Disbursement Voucher to Accounting Division 2.4.1 Processing of voucher		15 minutes N/A	Accounting Division
	2.5 For signature of the Chairman/Vice-Chairman of Board of Trustees		N/A	Board of Trustees
	2.6 Submission to Treasury Division 2.6.1 Release of Fund		10 minutes N/A	HRMA, HRMO II, III, IV Treasury Division
Total Number of Days			**1 hour and 10 minutes (for single application)**	

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

RANGE FOR PROCESSING OF APPLICATIONS FOR PROVIDENT FUND	
NO. OF APPLICATIONS	**WORKING DAYS/HOURS TO PROCESS**
1	1 hour and 20 minutes
2 to 10	1.5 day
11 to 20	3 days
21 to 30	4 days
31 to 40	5 days

Processing of Personnel Development Nomination

The scope of the Processing of Personnel Development Nomination is one of the core processes of the Learning and Development of the Human Resource Management Division (HRMD).

It shall cover all Department of Energy (DOE) employees in the first and second level positions, whether holding permanent, temporary*, coterminous*, contractual*, and casual appointments; and employees from other government agencies detailed to the DOE.

**Only for short-term & non-study courses which do not require any service obligation.*

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

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
	2. Evaluate invitation for posting if relevant to the mandate and identify target participants Deadline of training invitation is minimum of 3 working days from the date of posting Note: Endorse to HRMD the training program for HRIPS posting at least fifteen (15) days prior to the deadline of acceptance set by the training provider/sponsor	None	Two (2) days	Human Resource Management Officer / HRMD
3. Apply for Personnel Development Nomination through HRIPS with complete PDC requirements through HRIPS	3. Receive duly approved/signed by Division Chief, Director and Undersecretary, and endorsed by the Budget Division Note: Approval of the Personnel Development Nomination Form from the nominee/s must be on or before the set deadline of the HRMD	None		Employee / Nominee Bureau/Service Director and Undersecretary Budget Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Evaluate and assess the PDC form for its correctness, completeness of the requirements in accordance with the PDC guidelines 4.1 Return PDC nomination form with notation, if nominee is found not qualified by the PDC Secretariat through HRIPS. 4.2 Preparation of Assessment Sheet and Endorsement of PDC nomination	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
Total Number of Days			**Ten (10) Days**	

Note: Processing time does not include waiting time for Posting period, Employee's compliance and submission, Pre-PDC and PDC Board Meeting Schedule for applications queued for deliberation.

Only PDC application with complete requirements will be acted upon.

Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Memorandum from the applicant to Human Resource Management Division (HRMD) Chief Administrative Officer	Concerned Bureau/Service/Office
2. Submission of duly Accomplished Nomination Form for Incentives	Personnel Welfare & Performance Management Section (PWPMS) in the HRMD
Submission of any of the following: 2.1. Certified True Copy of Diploma issued by the School Registrar 2.2. Certified True Copy Transcript of Record (TOR) issued by the School Registrar 2.3. Certificate and/or any other document proving the passing or placing among top ten, graduated with honors, or has received a special award, citation/ recognition (if any)	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of application for PRAISE Benefits (career and self development incentive, professional	1.1 Receive complete application	N/A	10 minutes 15 minutes	HRMA

and licensure incentive, ISO)	1.2 Processing and Evaluation of completeness of Documents/Requirements 1.2.1 Prepare letter to concerned agency/institution for verification of submitted documents		10 minutes	HRMO II
	1.3 Response from the concerned Agency/Institution		N/A	Agency/Institution
	1.4 Preparation of Matrix/Summary of applications received		15 minutes	
	1.5 Review of HRMD Division Chief and AS Director		N/A	
	1.6 Preparation and coordination with the PRAISEC for schedule of deliberation for all the applications received. ***Note* (Subject to availability of funds per CSC approved guidelines)***		1 hour	HRMO II, III, IV
	1.7 PRAISEC Deliberation proper		N/A	PRAISEC
	1.8 Preparation of memorandum to the Secretary		15 minutes	HRMA
	1.9 Release to OSEC for approval of the incentives		N/A	
Total Number of Days		**2 hours and 5 minutes (for single application)**		

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

RANGE FOR PROCESSING OF MAGNA CARTA APPLICATION FOR ELIGIBILITY	
NO. OF APPLICATIONS	**WORKING DAYS/HOURS TO PROCESS**
1	2 hours and 5 minutes
2 to 10	1.5 day
11 to 20	3 days
21 to 30	4 days
31 to 40	5 days

Processing of Applications for Magna Carta Eligibility

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	**Simple Transaction**
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum from the applicant to Human Resource Management Division (HRMD) Chief Administrative Officer	Concerned Bureau/Service/Office
2. Submission of duly Accomplished Nomination Form for Incentives	Personnel Welfare & Performance Management Section (PWPMS) in the HRMD
Submission of any of the following: 1.1. Certified True Copy of Diploma issued by the School Registrar 1.2. Certified True Copy Transcript of Record (TOR) issued by the School Registrar 1.3. Certificate and/or any other document proving the passing or placing among top ten, graduated with honors, or has received a special award, citation/ recognition (if any)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application for PRAISE Benefits (career and	1.1 Receive complete application	N/A	10 minutes	HRMA

self development incentive, professional and licensure incentive, ISO)	1.2 Processing and Evaluation of completeness of Documents/Requirements 1.2.1 Prepare letter to concerned agency/institution for verification of submitted documents		15 minutes 10 minutes	HRMO II
	1.3 Response from the concerned Agency/Institution		N/A	Agency/Institution
	1.4 Preparation of Matrix/Summary of applications received		15 minutes	
	1.5 Review of HRMD Division Chief and AS Director		N/A	
	1.6 Preparation and coordination with the PRAISEC for schedule of deliberation for all the applications received. ***Note* (Subject to availability of funds per CSC approved guidelines)***		1 hour	HRMO II, III, IV
	1.7 PRAISEC Deliberation proper		N/A	PRAISEC
	1.8 Preparation of memorandum to the Secretary		15 minutes	HRMA
	1.9 Release to OSEC for approval of the incentives		N/A	
Total Number of Days			**2 hours and 5 minutes (for single application)**	

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

RANGE FOR PROCESSING OF MAGNA CARTA APPLICATION FOR ELIGIBILITY	
NO. OF APPLICATIONS	**WORKING DAYS/HOURS TO PROCESS**
1	2 hours and 35 minutes
2 to 10	2 days
11 to 20	5 days
21 to 30	7 days
31 to 40	10 days

INTERNAL SERVICES

GENERAL SERVICES DIVISION

Request for Audio-Visual Room (AVR) Reservation

Office or Division:	General Services Division (GSD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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. Request availability of AVR at GSD and have a pre-schedule booking	1.1. Check availability of AVR	None	1 minute	*Engineering and Maintenance Section (EMS) Staff,* *General Services Division*
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
Total Number of Days		**18 minutes**		

Request for Service Vehicle (GSD Pooled)

Office or Division:	General Services Division (GSD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Trip Ticket	General Services Division – Staff Support Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1. Check availability of service vehicle	None	5 minutes	*Staff, General Services Division*
	1.2. Trip Ticket for approval of GSD Chief and AS Director		10 minutes	GSD Chief and AS Director
	1.3. Approved service vehicle Trip Ticket ready for pick-up		N/A	*Staff, General Services Division*
Total Number of Days			**15 minutes**	

Request for Repair and Maintenance Services (Thru Petty Cash)

Office or Division:	General Services Division (GSD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	*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 Treasury Division (TD)		1 hour	*GSD, AS-OD, AS-TD, BD-FS, End-USer*
	1.5. Purchase of materials and/or services		3 hours	*EMS Staff,* *GSD*
	1.6. Implementation of repair works			
Total Number of Days		**10 hours and 5 minutes**		

Request for Repair and Maintenance Services (Thru BAC Procurement)

Office or Division:	General Services Division (GSD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	*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*
Total Number of Days		**8 hours and 5 minutes**		

Request for Supplies and Materials

Office or Division:	General Services Division
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Requisition Issue Slip (RIS)	General Services Division - Supply and Property Management Section (GSD-SPMS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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			
	4. GSD-SPMS releases the supplies and materials for issuance to end user NOTE: Schedule of Releasing of Supplies every Tuesdays and Thursdays at 8:00AM to 4:00PM	None	30 minutes	Supply/Property Officer
Total Number of Days		**2 hours and 35 minutes**		

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 lay-out & 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

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. 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

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. 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	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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.

Office or Division:	TREASURY DIVISION (TD)
Classification:	Simple Transaction
Type of Transaction:	Government to Client (G2C); Government to Government (G2G)
Who may avail:	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 Medicines Repairs & Maintenance (emergency) Postage & Courier Services (emergency) Other Emergency Purchases	3 minutes	Administrative Officer (AO) V
	1.2 Compute VAT and/or EWT to be deducted from the Gross Amount (if applicable)		2 minutes	AO V
	1.3 Approve/Sign PCV (if documents		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
Total Processing Time			**15 minutes**	

PROCUREMENT MANAGEMENT DIVISION (PMD)

INTERNAL SERVICES

1. Request for Certification of various PMD Documents

2. Numbering and Monitoring of Purchase Requests

3. Request for Inclusion in Supplemental APP

4. Procurement thru Public Bidding ***(ISO Certified)***

5. Procurement thru Section 53.9: Small Value Procurement ***(ISO Certified)***

Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)
Who May Avail:	Bureaus / Services / Offices of DOE Officials/Employees

CHECKLIST OF REQUIREMENTS (as applicable)	**WHERE TO SECURE**
1. Request Slip duly signed by Head of Concerned Unit	PMD receiving area

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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	*Receiving Staff, Procurement Management Division*

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

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 2. Copy of Budget Office Allocation to End-user based from approved APP	DOE Intranet under Downloadable Forms

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	*AO III, PMD*
	1.5 PR ready for pick-up be end-user			
Total Number of Days		**30 Minutes**		

Request for Inclusion in Supplemental APP

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 .			
	16. Preliminary Bid Evaluation 16.1. TWG presents the result of the preliminary bid evaluation 16.2. BAC Confirms the Bidder with the lowest calculated bid and TWG proceeds with Post Evaluation 16.2.1. If, any bidder is ineligible BAC Sec issues a Notice of Ineligibility 16.3. If ineligible bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days, 16.3.1. BAC Sec immediately notify the bidder of the BAC decision\ 16.4. If there is no eligible bidder, the declares a failure of bidding. 16.4.1. Return to End-User for mandatory review go back to Step No. 8 for reposting or		(within 7 days after opening of bids) Included in the Maximum of 15 days of evaluation upon bid opening	BAC/BAC -TWG

	16.4.2. Recommends for cancellation of procurement .			
17.End-user submits post qualification result to TWG	17. Post Qualifications/ Evaluation 17.1. If the lowest bidder as read is qualified proceed to Step No. 18. 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 17.3. BAC Confirms the post disqualification of lowest bidder and BAC Secretariat issues a Notice of Post-disqualification 17.3.1. If the post-disqualified bidder request for reconsideration, BAC resolves the request for reconsideration within 3 days, 17.3.2. BAC Sec immediately notify the bidder of the BAC decision 17.3.3. TWG repeats the process of post evaluation for other eligible bidders 17.4. If there is no eligible bidder, the declares a failure of bidding. 17.5. Return to End-User for mandatory review		(15 day period of evaluation upon bid opening) Maximum required under RA 9184, Extension subject to approval of HoPE	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	19. Presentation of TWG Evaluation for award **19.1.** If the bidder pass the post-qualification, TWG recommends for award 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. 19.2.1. BAC Sec. Notify the Bidder 19.3. If all eligible bidders have been disqualified BAC declares a failure of Bidding 19.4. Return to End-User for mandatory review and go back to Step No. 8 for reposting or 19.5. Recommends for cancellation of procurement		(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
Total Number of Days (For Complete Process)			**90 Days, 4 Hours & 50 Minutes**	
Total Number of Days For Procurement Management Division			**20 Days, 10 Hours & 5 Minutes**	

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	5. TWG evaluation of procurement documents 5.1. If incomplete, return to end-user 5.2. If complete, 5.2.1. If 50,000 and below, no posting, proceed to Step No. 9, TWG Bid Evaluation 5.2.2. If above 50,000.00, posting is required, proceed to Step No. 6		(3 days)	BAC TWG
6.1 Review and confirmation of RFQ	6. Preparation of RFQ for Posting 6.1. RFQ endorsed to end user for confirmation prior to posting		1 day	BAC Secretariat Section
	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	9. Bid evaluation. 9.1. End-user evaluation 9.2. TWG Evaluation		(3 days)	BAC TWG
10. End-user confirms attendance to BAC Meeting	10. Arrangement for BAC meeting		2 hours	BAC Secretariat
	11. BAC Deliberation 11.1. If successful procurement, recommend for award 11.2. If failure of bidding;		1 day	BAC/BAC TWG

11.2.End-user conduct mandatory review and revision of TOR or recommends cancellation of procurement	11.2.1. Re-posting with mandatory review of TOR by end-user, or 11.2.2. Cancellation of Procurement 11.3. BAC Secretariat prepares Resolution			
12.End-user affix signature in the Resolution	12. Endorsement of BAC Resolution/NOA for approval of HoPE		1 hour	BAC Secretariat
	13. Approval of BAC Resolution and NOA 13.1. HoPE approves and signs the BAC Resolution and NOA 13.2. HoPE exercises the Reservation Clause under RA9184 13.2.1. Return to BAC for appropriate action		(5 days upon recommendation by BAC, recommended period under RA 9184) Included in the 15 days issuance of NOA	HoPE
	14. Issuance of NOA		10 days (Within 15 days upon recommendation by BAC, Maximum days allowed under 9184)	BAC Secretariat Section
	15. Preparation and endorsement of Purchase Order (PO) to End-user		3 hours	Procurement Planning and Contract Management Section

16. End-user process the approval of PO	17. Approval of PO		(2 days)	Budget and Accounting Division
	18. Issuance of PO to Supplier		10 days maximum period after issuance of NOA. Maximum days allowed under RA 9184	Procurement Planning and Contract Management Section
Total Number of Days		**39 days 6 Hours and 50 minutes**		
Total Number of Days For Procurement Management Division		**13 Days, 6 Hours & 35 Minutes**		

LEGAL SERVICES

LEGAL SERVICES (LS)

SUMMARY OF PROCESSES

External/Internal Services

General Legal Services Division

PROCESSES	DURATION	CLASSIFICATION
1. Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)	3 Working Days	Simple
2. Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)	3 Working Days	Simple

External/Internal Services

GENERAL LEGAL SERVICES DIVISION (GLSD)

PROCESSES

1. Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)

2. Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)

Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)

This Certification serves as proof whether a requesting deceased/former employee or official of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting deceased/former DOE personnel has no pending administrative case before allowing him/her to claim government benefits, clearance, or others.

Office or Division:	General Legal Services Division (GLSD)
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who May Avail:	Heirs, Family Members, Legal Representatives, or Authorized Individuals acting on behalf of Deceased, Incapacitated or otherwise Unavailable Department of Energy Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOE Clearance Form from HRMD (original copy), and	Department of Energy – Human Resource Management Division
2. Death Certificate (photocopy)	Philippine Statistics Authority
Additional requirement for authorized representative/s 1. Special Power of Attorney (SPA)/Affidavit/Authorization Letter from immediate family (original copy)	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements, as the case may be through either of the following: a. Walk-in b. Email	1.1 Receive and evaluate the completeness of documents	None	1 day	*Legal Assistant II, General Legal Services Division*
	1.2 Check if the details provided on the documents are complete and if the submitted documentary requirements are compliant.			*Chief, GLSD*

	1.3 Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None. 1.4 Draft Certification indicating the result of the verification, and assign control number			
2. Signing of the Certificate	2.1 The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.		2 days	*Division Chief, General Legal Services Division (for Division Chief and below)* *Director, Legal Services (for Director and above)*
Total Number of Days			**3 Working Days**	

Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)

This Certification serves as proof whether a requesting employee or offiicial of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting DOE personnel has no pending administrative case before allowing him/her to travel to foreign countries or to permanently leave his/her DOE office through leave, resignation, retirement, end of term, transfer, or others.

Office or Division:	General Legal Services Division (GLSD)
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who May Avail:	All Officials and Regular/Permanent, Coterminous Employees of the Department of Energy

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Travel 1. Travel Authority (photocopy), or 2. Invitation Letter (photocopy)	Department of Energy – Human Resource Management Division
For Clearance 1. DOE Clearance Form from HRMD (original copy)	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of documentary requirements, as the case may be through either of the following: a. Walk-in b. Email	1.1 Receive and evaluate the completeness of documents	None	1 day	*Legal Assistant II, General Legal Services Division*
	1.2 Check if the details provided on the documents are complete and if the submitted documentary requirements are compliant.			*Chief, GLSD*

	1.3 Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None.			
	1.4 Draft Certification indicating the result of the verification, and assign control number			
2. Signing of the Certificate	2.1 The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.		2 days	*Division Chief, General Legal Services Division (for Division Chief and below)* *Director, Legal Services (for Director and above)*
Total Number of Days			**3 Working Days**	

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 ***(ISO Certified)***		
a. For Walk-In Customers	3 Hours	Simple
b. For Online Customers	2 Hours	Simple
c. For Live Customers (through Phone Calls, SMS, Chat, Viber, and similar platforms)	3 Hours	Simple
d. For Post Mail Transactions	16 Hours (2 working days)	Simple

Concerns Handling Process for Walk-In Customers

Note: *This process is ISO Certified.*

Office or Division:	Consumer Welfare and Promotion Office (CWPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen
Who May Avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Filled-out Complaint Form	CWPO Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Customer lodges concern to the CWPO Office and fill-out the provided complaint form	1.1 Receive concerns and interview customer	None	0.50 hour	*Admin Aide / Assigned CWPO staff*
	1.2 Evaluate/assess data, information, and evidence provided		1.25 hour	*Assigned CWPO staff*
	1.3 Formulate recommendations with the participation of the customer and secure approval from the Division Chief		0.50 hour	*Assigned CWPO staff / Division Chief*
	1.4 Discuss the final recommendation with the customer as approved by the Division Chief		0.50 hour	*Assigned CWPO staff*

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

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.
2. Concerned Offices have their own process flow for addressing the endorsed concerns.

Concerns Handling Process for Online Customers

Note: *This process is ISO Certified.*

Office or Division:	Consumer Welfare and Promotion Office (CWPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen
Who May Avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Details of Concern		From Customer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Customer lodges concern	1.1 Check for unattended concerns	None	N/A	*Assigned CWPO staff*
	1.2 Analyze concerns and identify appropriate action		1.25 hour	*Assigned CWPO staff*
	1.3 Formulate appropriate response (provide information/advice, endorse to concerned offices)		0.50 hour	*Assigned CWPO staff*
	1.4 Communicate the appropriate response to the customer		N/A	*Assigned CWPO staff*
	1.5 Record the transaction in the database		0.25 hour	*Assigned CWPO staff*
Total Number of Hours			**2 Hours**	

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.
2. Concerned Offices have their own process flow for addressing the endorsed concerns.

Concerns Handling Process for Live Customers (through Phone Calls, SMS, Chat, Viber, and similar platforms)

Note: *This process is ISO Certified.*

Office or Division:	Consumer Welfare and Promotion Office (CWPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen
Who May Avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Details of Concern		From Customer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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*
Total Number of Hours			**3 Hours**	

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.
2. Concerned Offices have their own process flow for addressing the endorsed concerns.

Concerns Handling Process for Post Mail Transactions

Note: *This process is ISO Certified.*

Office or Division:	Consumer Welfare and Promotion Office (CWPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen
Who May Avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Details of Concern		From Customer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Customer lodges concern	1.1 Receive and record concern	None	0.25 hour	*Admin Aide / Assigned CWPO staff*
	1.2 Analyze concerns and identify appropriate action		1.25 hour	*Assigned CWPO staff*
	1.3 Draft communication (acknowledgement, endorsement, and/or advice/response)		3 hours	*Assigned CWPO staff*
	1.4 Review and approval of the prepared communication		1.75 hour	*Supervisor / Division Chief*
	1.5 Finalize communication for signature of Supervising Official		0.50 hour	*Assigned CWPO staff*
	1.6 Submit communication to Supervising Official for signature		8 hours (including lag time)	*Supervising Official*
	1.7 Record and Transmit communication to concerned office/s and customer		1 hour	*Admin Aide / Assigned CWPO staff*
	1.8 Record/Update the transaction in the database		0.25 hour	*Assigned CWPO staff*
Total Number of Hours			**16 Hours (2 Working Days)**	

Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed.
2. Concerned Offices have their own process flow for addressing the endorsed concerns

INVESTMENT PROMOTION OFFICE (IPO)

INVESTMENT PROMOTION OFFICE (IPO)

SUMMARY OF PROCESSES

External Services

PROCESSES	DURATION	CLASSIFICATION
1. Provision of Investor Assistance and Support (Information Requests Through Phone Calls, Emails, Viber, or Walk-in) ***(ISO Certified)*** *if not available	2 Hours 8 Hours	Simple
2. Provision of Investor Assistance and Support (Request for Face-to-Face or Virtual Meeting Through Phone Calls, Emails, or Viber) ***(ISO Certified)***	6 Hours	Simple

Provision of Investor Assistance and Support (Information Requests Through Phone Calls, Emails, Viber, or Walk-in)

Note: *This process is ISO Certified.*

Office or Division:	Investment Promotion Office (IPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen / Government-2-Business / Government-2- Government
Who may avail:	Individuals / entities 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	2. IPO Staff records the transaction in the IASR System	None		*Investor Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3A. If the information is available at the IPO, the IPO staff prepares the information needed by the investor and proceeds to step 4			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3B. If the information is not available at the IPO, the IPO Staff requests the information from the concerned unit/s			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3B.1a If the information is available from other units, the concerned unit/s sends the information to the IPO and proceeds to 3B.1b. If the information is not available at the concerned unit/s, proceed to 3B.2a			*Concerned Unit/s*

	3B.1b The IPO Staff packages the information for the approval of the IPO Chief			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3B.1c The IPO Chief approves the packaged information and proceeds to step 4. If the packaged information is not approved, go back to step 3B.1b			*IPO Chief*
	3B.2a The IPO staff conducts research on the information needed by the investor and packages the information for approval of the IPO Chief			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3B.2b The IPO Chief approves the packaged information and proceeds to step 4. If the packaged information is not approved, go back to step 3B.2a			*IPO Chief*
	4. The IPO Chief / Staff transmits the information to the investor via e-mail or Viber with the link to the DOE-IPO CSM for feedback if the request mode is through email or request feedback by scanning the QR Code or the link to the DOE-IPO CSM if request mode is through phone call or walk-in			*IPO Chief / Sup. SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	5. The IPO Chief / Staff ends the transaction in the IASR System			*IPO Chief / Sup. SRS / Sr. SRS / SRS2 / SRS1 / SRA*

	5A. The investor submits the filled-out CSM Form			*Investor*
	5B. If the investor does not submit the filled-out CSM Form, the IPO Staff follows up on the submission of the filled-out CSM Form for the second time.			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
Total number of Days:	If the information is Available at IPO			**3 Hours**
	If the information is not Available at IPO			**8 Hours**

Provision of Investor Assistance and Support (Request for Face-to-Face or Virtual Meeting Through Phone Calls, Emails, or Viber)

Note: *This process is ISO Certified.*

Office or Division:	Investment Promotion Office (IPO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen / Government-2-Business / Government-2-Government
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for a face-to-face or virtual meeting with the IPO	2. The IPO Staff gathers information about the meeting and evaluates the request			*Investor* *Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3A. If the meeting is energy-related, the IPO staff records the transaction in the IASR System and proceeds to step 4			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	3B.1 If the meeting is not energy-related, the IPO staff informs the investor that the concern is not energy-related and recommends to the appropriate Agency, if any, through phone call if the request is made through phone or Viber or prepares the draft reply through email for requests made through email for approval of the IPO Chief			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*

	3B.2 The IPO Chief approves the draft reply and proceeds to step 3B.3. If the draft letter is not approved, go back to step 3B.1			*IPO Chief*
	3B.3 The IPO Staff sends the email and ends the transaction in the IASR System			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	4. The IPO Staff schedules the meeting			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	5. The IPO Staff finalizes the schedule and informs the investor of the schedule and other details of the meeting			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	6. IPO Staff ends the transaction in the IASR System			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	7. The meeting is conducted as scheduled			*Investor Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
	8. The IPO Staff requests feedback from the investor by providing the QR code or the link to the DOE- IPO Client Satisfaction Measurement (CSM)			*Sup.SRS / Sr. SRS / SRS2 / SRS1 / SRA*
Total number of Days:	**8 Hours**			

PUBLIC AFFAIRS OFFICE (PAO)

PUBLIC AFFAIRS OFFICE (PAO)

SUMMARY OF PROCESSES

External Services

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

Arrangement of Phone and On-Cam Interviews with Media

This applies to all interview requests through SMS, call, or Viber to DOE Public Affairs Office

Office or Division	Public Affairs Office (PAO)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Business and Government-2-Government
Who May Avail:	Media
Checklist of Requirements	Details of inquiry/request

CLIENT STEPS	AGENCY ACTIONS	FEESTO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrangement of Phone and On-Cam Interviewswith Tri-Media	1.1 Public Affairs Head discusses the requested interview and issues to be discussed with the Secretary. Subsequently, if it conflicts with the Secretary's schedule, or the Spokesperson is unavailable to take the interview, it would immediately be referred to the concerned Undersecretary, Assistant Secretary, or Director. Upon their acceptance/ approval, coordination within the Office of the DOE Officials and the concerned media is undertaken by the Public Affairs Staff. (15-30 minutes)	None	0.25 Working Day	*Public Affairs Head / Public Relations Officers*

	1.1.1 Confirm the Request			*Public Affairs Head*
	1.1.1.1 For accepted on-cam interviews, Public Relations Staff will assist the media in setting- up the interview areas. For interviews via Zoom, the Public Affairs Staff set up ameeting link 15 minutes before the actual date of the interview (5-10 minutes). For phone-in-mediaand stakeholder's immediate response is given by the Public Affairs Head and Staffotherwise it is referredto the concerned Directors if further details and data were asked. For interviews on special reports, whether on-cam or on-site, discussion and coordination for the appropriate schedule between the DOE official and media concerned is done immediately upon the approval/ acceptance of the written (1-2 days upon the receipt of the written request)		0.50 Working Day	*Public Relations Officers*
	1.1.2. For declined requests,the concerned media will be informed immediately. (5 minutes)		0.25 Working Day	*Public Relations Officers*
Total Number of Days			**1 Working Day**	

Tri-Media and Stakeholders Inquiries

This applies to all inquiries from media and stakeholders.

Office or Division	Public Affairs Office (PAO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business and Government-2-Government			
Who May Avail:	Public			
Checklist of Requirements:	Details of inquiry			
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Stakeholders, Media, and Individuals will send inquiries toDOE through phone calls, email, or social media platforms (e.g., Facebook)	1.1 Public Relations Officers acknowledge andendorse concerns to appropriate bureaus. Daily schedule of answering queries received through the official DOE Social media sites is strictly observed by the officers in- charge.	None	3 days	*Public AffairsOffice*
Total Number of Days			**3 Working Days**	

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	*Requesting Party / Public Affairs Office*
	1.2 Public Affairs Officeacts on the requestresponding througha written reply.			*Public Affairs Head*
	1.3 Signed letter will be transmitted by Public Affairs Officer to the requesting agency.		1 Working Day	*Public Relations Officers*
	1.4 Scanned copy of the signed letterwillbe sent via e-mail.		1 Working Day	
	1.5 Original copy willbesent via post.			
Total Number of 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. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO) ***(ISO Certified)***	20 working days	Highly Technical
2. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 working days	Highly Technical
3. Issuance of Certification for Hauler (Own-Use)	7 working days	Complex
4. Issuance of License to Operate (LTO) for Refiller	20 working days	Highly Technical
5. Issuance of License to Operate (LTO) for Dealer	20 working days	Highly Technical
6. Issuance of License to Operate (LTO) for Retailer	20 working days	Highly Technical
7. Issuance of License to Operate (LTO) for Independent Hauler	20 working days	Highly Technical

Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
8. Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit	20 working days	Highly Technical
9. Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit	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: lfo.eimd@doe.gov.ph 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: lfo.eimd@doe.gov.ph 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 from an OIMB-registered distributor/supplier with validity period (1 copy)	DOE-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/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: lfo.eimd@doe.gov.ph (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	
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email: lfo.eimd@doe.gov.ph 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: lfo.eimd@doe.gov.ph 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. Photocopy of previous COC	Provided by applicant
IV. Renewal/Reportorial Requirements (Under oath; submitted every 30th day of January)	
1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Officer of the Day/Processors/ email: lfo.eimd@doe.gov.ph 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
Notes:	
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 and mailed 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 through walk-in, courier or postal mail	1.1 Review of completeness of documents against checklist of requirements (pre-assessment)	None		*Officer of the day* Energy Industry Management Division (EIMD)
	1.2 Receipt of application, and record application	None		*Admin Staff* EIMD

	in EIMD Data Tracking System 1.3 Endorse application to evaluator-in-charge			
	1.4 Evaluator prepares COC Clearance of No Pending Case to be signed by Division Chief and endorsed to Legal Services through email a. If no pending case, note continue processing of COC b. If with pending case, note hold in abeyance processing of COC and inform applicant on the pending case	Administrative Fine, if applicable		*Science Research Specialist (SRS)/ Division Chief EIMD* *Director* Legal Services
	1.5 Issuance of Billing Statement (BS) through the Collection Monitoring System Version 2.1 (COMS V2.1)	None		*SRS/Division Chief* EIMD
	1.6 Issuance of Order of Payment through the COMS V2.1	None		Accounting Division DOE-Central Office
2. Payment of applicable fees	2.1 Processing of payment and issuance of Official Receipt Note: Payments can be made through cash, postal money order, Manager's Check or Cashier's Check	1. COC Application Fee (New and Late Renewal)– Php 3,100.00 2. COC renewal fee – Php 3,000.00		*Collecting Officer* EIMD

	2.2 Receipt of the proof of payment/Date of Official Receipt (Day 1) Official acceptance of application 2.3 Processing of application and preparation of COC	None	8 Working Days	*Science Research Specialist* EIMD
	2.4 Review of the evaluation and action on the application	None	5 Working Days	*Supervising Science Research Specialist* EIMD
	2.5 Endorsement of the reviewed application to Office of the LFO Director	None	2 Working Days	*Division Chief* EIMD
	2.6 Approval of endorsed application	None	3 Working Days	*Director* Office of the LFO Director
	2.7 Release of approved application (notify applicant through email)	None	2 Working Days	*Admin Staff* EIMD
Total Number of Days			**20 Working Days**	

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
Notes:	
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		*Officer of the Day/ Assigned Staff, EIMD*
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		*Division Chief or Director, Legal Services*
	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		*Officer of the Day/Assigned Staff, EIMD*
4. Payment of Applicable fees	4.1 Processing of payment and issuance of Official Receipt	CNC Fee – Php3,100.00		*Collecting Officer*
5. Submission of application to LFO	5.1 Official Acceptance of application 5.1.1 Endorsement of application to EIMD	None	0.5 Working Day	*Admin Staff, OD*
	5.2 Receipt of application and assignment to EIMD		0.5 Working Days	*Admin Staff, OD*
	5.3 Receipt of application and assignment to respective section/ personnel		3 Working Days	*Admin Staff, EIMD*

	5.4 Evaluation/ Processing of application and preparation of CNC			*Science Research Specialist, EIMD*
	5.5 Verification and Field Validation on the application	None	5 Working Days	*SRS, EIMD*
	5.6 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	*Supv. SRS, EIMD*
	5.7 Review and endorsement of application for Director's approval	None	5 Working Days	*Division Chief, EIMD*
	5.8 Review and approval of endorsed application	None		*Director, LFO*
6. Receipt of CNC	6.1 Release of approved application to respective division	None		*Admin Staff, OD*
	6.2 Encoding of CNC	None		*Admin Staff, EIMD*
	6.3 Release of application to client	None	1 Working Day	
	6.3.1 File copy of the application and action for safekeeping	None		
	6.3.2 Provide copy to EIMD	None		
Total Number of Days			**20 Working Days**	

Issuance of Certification for Hauler (Own-Use)

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

Office or Division:	Luzon Field Office - Energy Industry Management Division
Classification:	Complex
Type of Transaction:	Governement-2-Business
Who May Avail:	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	
1.1 Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant Hauler Application Form (Revised).pdf
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	
Notes:	
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		*Officer of the Day, Luzon Field Office*
	1.1.1 If complete, staff issues order of payment for fees (treasury) and order of submission (Records Management Division)			
	1.1.2 If incomplete, staff returns documents to client.			
2. Filing of application to Luzon Field Office	2.1 Issues order of payment for fees (treasury) and order of submission (Records Management Division)	None		*Officer of the Day, Luzon Field Office*
3. Payment of applicable fees	3.1 Processes payment and issues Official Receipt	Certification for Hauler - Php 1,050.00		*LFO Collecting Officer*
4. Submission of application to Office of the Director Records	4.1 Official Acceptance of application 4.1.1 Endorses Application To EIMD	None	0.5 Working Day	*Receiver,* Office of the Director Records
	4.2 Receives application and assigns to respective division	None	3.5 Working Days	*Admin Staff, Office of the FO Director*

	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."

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 Refiller

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized application form	Provided by applicant
2. Checklist / directory of requirements	Provided by Applicant
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;	
6.2. Scaled layout plan per establishment, and Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)	
6.3. Business registration for the applied business activity; Articles	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
6.4. of Incorporation if SEC 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			*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			*Office of the Legal Services*
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		*Collecting Officer*
	3.2 Unpaid application shall not be received			
	3.3 COMs does not confirm payment / No OR presented; COMS does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	*Admin Staff, OD*
	4.2 Endorsement of application to EIMD			

	4.3 Receipt of application and assignment to EIMD			
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Day	*Admin Staff, OD*
	4.5 Division acceptance of application for the issuance of LTO			
	4.6 Endorse application to assigned processor for the issuance of		3 Working Days	*Admin Staff, EIMD*
	4.7 Processing of application for the issuance of LTO			
	4.8 Verification and Field Validation on the LTO application		5 Working Days	*Science Research Specialist, EIMD*
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	*Supv. SRS, EIMD*
	4.10 Review and endorsement of LTO application for Director's approval			*Division Chief, EIMD*
	4.11 Review and approval of LTO application		5 Working Days	*Director, OD*
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			*Admin Staff, OD*

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

Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Luzon Field Office - Energy Industry Management Division
Classification:	Highly Technical
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the business of LPG as Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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;	
7.2. Scaled layout plan per establishment;	
7.3. Business registration for the applied business activity;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
7.5. Latest GIS if SEC registered or its equivalent if DTI registered;	

7.6. Business permit for the applied 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).	

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			*Office of the Legal Services*
	2.2 If no pending case, prepare assessment for the payment of application fee			

	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		*Collecting Officer*
	3.2 Unpaid application shall not be received			
	3.3 COMs does not confirm payment / No OR presented;			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	*Admin Staff, OD*
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	*Admin Staff, OD*
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Days	

	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	*Admin Staff, EIMD*
	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			
Total Number of Days			**20 Working Days**	

Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Luzon Field Office - Energy Industry Management Division
Classification:	Highly Technical
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to 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).	
***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			*Office of the Legal Services*
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			

	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		*Collecting Officer*
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	*Admin Staff, OD*
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	*Admin Staff, OD*
	4.4 Received applications shall be stamped with both date and time and a unique control number			
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	*Admin Staff, EIMD*
	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			
Total Number of Days			**20 Working Days**	

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;	
b. Business registration for the applied business activity; c. Articles of Incorporation if SEC registered or its equivalent if DTI registered; d. Latest GIS if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
e. Business permit 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; k. Fire prevention and response manual for marine vessel;	Provided by Applicant
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			*Office of the Legal Services*
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			

3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		*Collecting Officer*
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO		0.5 Working Day	*Admin Staff, OD*
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD			
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Day	*Admin Staff, EIMD*
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	*Admin Staff, EIMD*
	4.6 Endorse application to assigned processor			
	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			
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.

Office or Division:	Luzon Field Office – Energy Resource Development and Utilization Division
Classification:	Highly Technical
Type of Transaction:	Government-2-Government
Who May Avail:	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	*Sr. SRS, SRS II, SRS I*
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	NONE	1 Working Day	*Sr. SRS, SRS II, SRS I*
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	NONE	1 Working Day	*Sr. SRS, SRS II, SRS I*
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule.	NONE	1 Working Day	*Sr. SRS, SRS II, SRS I*
3. Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	NONE	1 Working Day	*Sr. SRS, SRS II, SRS I*

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

Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit

DOE-LFO conducts Energy Audit to all Government Entities such as LGUs, NGAs, SUCs, and GOCCs as part of implementation of Government Energy Management Program (GEMP) as stipulated in RA11285-IRR (DC2019-11-0014) Sec. 43 and in IAEECC Resolution no.1 s.2020 and visitorial powers indicated at RA11285-IRR (DC2019-11-0014) Sec. 5.

Office or Division:	Luzon Field Office – Energy Resource Development and Utilization Division
Classification:	Highly Technical
Type of Transaction:	Government-2-Government
Who May Avail:	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	*Sr. SRS, SRS II, SRS I*
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	N/A	1 Day	*Sr. SRS, SRS II, SRS I*
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	N/A	1 Day	*Sr. SRS, SRS II, SRS I*
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule and send the virtual link.	N/A	1 Day	*Sr. SRS, SRS II, SRS I*
3. Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	N/A	1 Day	*Sr. SRS, SRS II, SRS I*
	3.2 ERDUD to prepare Energy Audit Report	N/A	10 Days	*Sr. SRS, SRS II, SRS I*

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

VISAYAS FIELD OFFICE (VFO)

VISAYAS FIELD OFFICE (VFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets	20 Working Days	Highly Technical
2. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets ***(ISO Certified)***	20 Working Days	Highly Technical
3. Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments	20 Working Days	Highly Technical
4. Issuance of LGU Permit Certification	7 Working Days	Complex
5. Issuance of Registration Certificate	20 Working Days	Highly Technical

Energy Resource Development And Utilization Division (ERDUD)

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

8. Issuance of Certificate of Coal Trader Accreditation (CTA) – New	20 Working Days	Highly Technical
9. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical
10. Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit	7 Working Days	Complex

Internal Services

PROCESS	DURATION	CLASSIFICATION
11. Procedure on the Processing of Clearance of Cases	3 Working Days	Simple
12. Payment of Fees	3 Working Days	Simple

ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

1. Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets
2. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets ***(ISO Certified)***
3. Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments
4. Issuance of LGU Permit Certification
5. Issuance of Registration Certificate

Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets

Issues Certification in the operation of own-use liquid fuels dispensing and storage, not intended for retail to the public, as per DOE Department Circular DC2017-11-0011

Office or Division:	Energy Industry Management Division (EIMD)
Classification:	Highly Technical
Type of Transaction:	Government-2-Business
Who may avail:	Downstream Oil related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOE-VFO-EIMD-QF-00 (DOE Clearance of No Pending Case) 2. 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) 3. DOE-VFO-EIMD-QF-03 (Affidavit of Undertaking)	Officer of the Day / Frontline Services / Processors
1. Duly-acknowledged formal letter-request 2. Feasibility Study 3. Valid Membership Agreement of the fleet 4. Fuel Supply Agreement or Supplier's Certificate 5. LTO/LTFRB/LGU documents confirming the fleet of vehicles 6. Memorandum of Agreement with the fleet operator 7. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies 8. Scaled lay-out plan (with distance measurement) 9. Notarized Statement of Facility PNS Compliance 10. Affidavit of Undertaking 11. Pictures 12. Legal Clearance 13. Official Receipt of Payment	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submission of Application				
1.a The Applicant submits the required documents to the Receiver/Processor		none		*Client*
	1.b Initially assess completeness of	none		

	documentary requirements submitted as per Checklist of Requirements			
	1.b.i For walk-in submission, if the documentary submission is compliant, this shall be forwarded to the Assigned Staff after recording. Otherwise, the application shall be returned, with the Checklist of Requirements clearly stating the reason for the rejection.	none		*SRS I / SRS II / Sr. SRS / Contract of Service*
	1.b.ii For mailed submission, the application shall be turned over to the Assigned Staff after recording. The Assigned Staff will initially assess the submission for completeness. Otherwise, a notification shall be sent to the client to comply with the lacking requirements for reapplication.	none		*SRS I / SRS II / Sr. SRS*
	1.c The Assigned Staff shall process the Request for DOE Clearance of No Pending Case	none		

	to be forwarded to the Legal Section.			
	1.c.i A DOE Clearance of No Pending Case is issued for applicant with no pending case, otherwise, the applicant will settle the case prior to issuance of the DOE Clearance of No Pending Case. A reapplication is required for the latter case.	none		*Legal Section* * Issuance of Legal Clearance is included in a separate internal process
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		*Assessor, Sup. SRS*
	2.a Sends Order of Payment, to applicant, copy furnished to the Assessor, upon prompting from COMS.	none		*Accounting Division* **Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		CNC Fee: P3,100.00		*Client* **Refers to the citizen's charter for payment of fees.*
2.b.i Requests reissuance of Order of Payment, if previous issuance lapsed.		none		*Client*
2.b.ii Submits copy of the Official Receipt to the Processor		none		*Client*

B. Processing of Application				
	3. With the submission of the documentary requirements, issuance of DOE Clearance of No Pending Case and payment of required fees, the application shall be turned over to the assigned Processor Staff after logging.	none	1 Working Day	*SRS I / SRS II / Snr. SRS / Contract of Service*
	4.a The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the *DOE Department Circular DC2017-11-0011, or the Revised Retail Rules,* and includes the accepted standards and issuances related to the business of retailing liquid fuels	none	10 working days	*SRS I /SRS II / Snr. SRS*
	4.b The application shall be entered/registered in the OIMS DOI Database	none		
	4.c For compliant application, the processor shall	none		

	prepare the following documents: • Validation Form • Checklist of Requirements • Letter • Certificate			
	4.d In the case of non-compliant application, it shall be returned to the applicant with a copy of the Checklist of Requirements that includes the reason why the application cannot proceed. [Note: For rejected applications in Items 1.b.ii, 1.c.i, and 4.d, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			
C. Review and Endorsement of Application				
	5.a The Chief SRS /Supervising SRS shall review the application and	none	5 working days	*Division Chief (Engr. Jose Rey Maleza)*

	endorse for the issuance of the Certificate, with the validation form, letter and certificate forwarded to the Director. All other documents are returned to the Assigned Staff for filing. Application found insufficient in requirements shall be returned to the Assessor for notification to the applicant. [Note: For rejected applications in Items 1.b.ii, 1.c.i, 4.d and 5.a, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			*/Supervising SRS (Engr. William Carido)*
D. Approval of Application				

	6.a The Director shall affix his approval of the application in the Validation Form, letter and certificate. Otherwise, the disapproved application shall be turned over Chief SRS, with the reason of disapproval clearly stated.	none	3 working days	*OIC, Director (Renante M. Sevilla)*
	6.b The approved Validation Form, letter and certificate shall be returned to the Assigned Staff for recording.	none	1 working day	*SRS I /SRS II / Snr. SRS / Contract of Service*
E. Notification				
	7.a A notification shall be sent to the applicant with the applied Certificate and Letter attached. [All documents in the process shall be kept by the Processor in the Applicant's File Folder and the OIMS DOI Database updated.]	none		*SRS I /SRS II / Snr. SRS / Contract of Service*
Total Number of Days			**20 Working Days**	

Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

Note: *This process is ISO Certified.*

Issues Certificates for Commercial Operation of Liquid Fuels Retail Outlets operating within the Visayas Regions. Due to requirements for compliance to facility standards, site validation may be required. The issuance is based on DOE DC2017-11-0011.

Office or Division:	Energy Industry Management Division (EIMD)
Classification:	Highly Technical
Type of Transaction:	Government-2-Business
Who may avail:	Downstream Oil related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOE-VFO-EIMD-QF-00 (DOE Clearance of No Pending Case) 2. For **LFRO** applicants: • DOE-VFO-EIMD-QF-04 (Application Form) • DOE-VFO-EIMD-QF-05 (Checklist) • DOE-VFO-EIMD-QF-06 (Affidavit of Undertaking) 3. For **MRO** applicants: • DOE-VFO-EIMD-QF-08 (Application Form) • DOE-VFO-EIMD-QF-09 (Checklist) • DOE-VFO-EIMD-QF-10 (Affidavit of Undertaking) 4. For **TERO** applicants: • DOE-VFO-EIMD-QF-11 (Application Form) • DOE-VFO-EIMD-QF-12 (Checklist) • DOE-VFO-EIMD-QF-13 (Affidavit of Undertaking) 5. For **TSRO** applicants: • DOE-VFO-EIMD-QF-14 (Application Form) • DOE-VFO-EIMD-QF-15 (Checklist) • DOE-VFO-EIMD-QF-16 (Affidavit of Undertaking)	Officer of the Day / Frontline Services / Processors
1. For first issuance: a. Notarized Application Form b. Affidavit of Undertaking c. Valid supply Agreement d. For LFRO applicants: i. Notarized Statement of Facility PNS Compliance e. For MRO applicants:	

i. Notarized certification issued by the Engineering Procurement Construction Contractor and dealer/retailer ii. Copy of Manufacturer's safety certification on the storage tank f. For TERO applicants: i. Written notice to OIMB with endorsement from LGU or LDRRMC ii. Notarized Certification of Compliance to "Revised Retail Rules" g. For TSRO applicants: i. Copy of Endorsement/Certification from the concerned LGU addressing the proliferation of "bote-bote" retailing in the area ii. Copy of Certification that equipment is manufactured in accordance with the product safety standards h. Copy of List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies i. Scaled Layout Plan j. Latest photographs showing the establishment, required labels, price display board, and safety & informational signs. k. DOE Legal Clearance of No Pending Case l. Official Receipt of Payment 2. For renewal: a. Notarized Application Form b. Affidavit of Undertaking c. Valid Supply Agreement d. DOE Legal Clearance of No Pending Case e. Photocopy of previous COC f. Official Receipt of Payment	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submission of Application				
1.a The Applicant submits the required documents to the Receiver/Processor		none		*Client*
	1.b Initially assess completeness of documentary requirements submitted as per	none		*SRS I / SRS II / Sr. SRS / Contract of Service*

	Checklist of Requirements			
	1.b.i For walk-in submission, if the documentary submission is compliant, this shall be forwarded to the Assigned Staff after recording. Otherwise, the application shall be returned, with the Checklist of Requirements clearly stating the reason for the rejection.	none		
	1.b.ii For mailed submission, the application shall be turned over to the Assigned Staff after recording. The Assigned Staff will initially assess the submission for completeness. Otherwise, a notification shall be sent to the client to comply with the lacking requirements for reapplication.	none		*SRS I / SRS II / Sr. SRS*
	1.c The Assigned Staff shall process the Request for DOE Clearance of No Pending Case	none		

	to be forwarded to the Legal Section.			
	1.c.i A DOE Clearance of No Pending Case is issued for applicant with no pending case, otherwise, the applicant will settle the case prior to issuance of the DOE Clearance of No Pending Case. A reapplication is required for the latter case.	none		*Legal Section* * Issuance of Legal Clearance is included in a separate internal process
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		*Assessor, Sup. SRS*
	2.a Sends Order of Payment, to applicant, copy furnished to the Assessor, upon prompting from COMS.	none		*Accounting Division* **Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		COC 1st Issuance: P3,100.00 COC Renewal: P3,000.00		*Client* **Refers to the citizen's charter for payment of fees.*
2.b.i Requests reissuance of Order		none		*Client*

of Payment, if previous issuance lapsed.				
2.b.ii Submits copy of the Official Receipt to the Processor		none		*Client*
B. Processing of Application				
	3. With the submission of the documentary requirements, issuance of DOE Clearance of No Pending Case and payment of required fees, the application shall be turned over to the assigned Processor Staff after logging.	none	1 Working Day	*SRS I / SRS II / Snr. SRS / Contract of Service*
	4.a The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the *DOE Department Circular DC2017-11-0011, or the Revised Retail Rules,* and includes the accepted standards and issuances related to the business of retailing liquid fuels	none	10 working days	*SRS I /SRS II / Snr. SRS*

	4.b The application shall be entered/registered in the OIMS DOI Database	none		
	4.c For compliant application, the processor shall prepare the following documents: • Validation Form • Checklist of Requirements • Letter • Certificate	none		
	4.d In the case of non-compliant application, it shall be returned to the applicant with a copy of the Checklist of Requirements that includes the reason why the application cannot proceed. [Note: For rejected applications in Items 1.b.ii, 1.c.i, and 4.d, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage			

	and disposition are included in the notification to the applicant.]			
C. Review and Endorsement of Application				
	5.a The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the validation form, letter and certificate forwarded to the Director. All other documents are returned to the Assigned Staff for filing. Application found insufficient in requirements shall be returned to the Assessor for notification to the applicant. [Note: For rejected applications in Items 1.b.ii, 1.c.i, 4.d and 5.a, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage	none	5 working days	*Division Chief (Engr. Jose Rey Maleza) /Supervising SRS (Engr. William Carido)*

	and disposition are included in the notification to the applicant.]			
D. Approval of Application				
	6.a The Director shall affix his approval of the application to the Validation Form, letter and certificate. Otherwise, the disapproved application shall be turned over Chief SRS, with the reason of disapproval clearly written.	none	3 working days	*OIC, Director (Renante M. Sevilla)*
	6.b The approved Validation Form, letter and certificate shall be returned to the Assigned Staff for recording.	none	1 working day	*SRS I /SRS II / Snr. SRS / Contract of Service*
E. Notification				
	7.a A notification shall be sent to the applicant with the applied Certificate and Letter attached. [All documents in the process shall be kept by the Processor in the Applicant's File Folder and the	none		*SRS I /SRS II / Snr. SRS / Contract of Service*

	OIMS DOI Database updated.]			
Total Number of Days			**20 Working Days**	

Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments

As provided under RA 11592, or the LPG Industry Regulation Act, LPG refilling plants, dealers and retailers operating in the Visayas shall secure a License to Operate (LTO). LPG refilling plants and Auto-LPG dispensing stations catering to public transport requires site validation as to compliance to facility standards prior to issuance of LTO.

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
1. DOE-VFO-EIMD-QF-00 (DOE Clearance of No Pending Case) 2. Application Annexes for Refilling Plants: - Annex E (Application for Issuance of License to Operate LPG Refiller) - Annex E1 (Checklist of Requirements) - Annex E2 (Company Profile) - Annex E3 (RP Profile) - Annex E4 (List of Transport Vehicles) 3. Application Annexes for Dealer: - Annex F (Application for Issuance of License to Operate LPG Dealer) - Annex F1 (Checklist of Requirements) - Annex F2 (Company Profile) - Annex F3 (Outlet Profile) - Annex F4 (List of Motor Vehicles) 4. Application Annexes for Retailer: - Annex G (Application for Issuance of License to Operate LPG Retailer) - Annex G1 (Checklist of Requirements) - Annex G2 (Company Profile) - Annex G3 (Outlet Profile) - Annex G4 (List of Motor Vehicles)	Officer of the Day / Frontline Services / Processors / Online Link (https://www.doe.gov.ph/vfo-lto)
5. Notarized Application Form 6. Checklist of Requirements 7. Company Profile form	Client

8. Establishment Profile Form 9. List of transport motor vehicle 10. Supporting documents: a. Executive briefer of operations b. Scaled layout plan c. Business Registration (DTI/SEC/CDA) d. Articles of Incorporation or its equivalent e. Latest GIS if SEC or its equivalent f. Business Permit g. Bureau of Internal Revenue registration h. Certificate of Registration and Official Receipt per motor vehicle from LTO with picture of the front of vehicle with plate number i. Bureau of Fire Protection conveyance permit j. Fire safety inspection certificate from BFP k. Occupancy permit from LGU l. List of qualified service personnel with attached certificate of training m. Latest photographs showing the establishment, weighing scale device/measuring devices, LPG cylinders, required labels, price display board, and safety & informational signs. n. For Refiller: i. Fire prevention and response manual ii. LPG spill prevention and response manual o. For Dealer/Retailer: i. Fire prevention and response manual p. DOE Legal Clearance of No Pending Case q. Notarized company secretary's certificate r. Official Receipt of Payment of Application Fees s. For Refilling Plants: i. Calibration certificate per bulk motor vehicle (lorry tank) from DOST ii. Permit to operate unfired pressure vessel per tank for LPG business from DOLE iii. Environmental compliance certificate from DENR	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submission of Application				
1.a The Applicant submits the required documents to the Receiver/Processor		none		*Client*

	1.b Initially assess completeness of documentary requirements submitted as per Checklist of Requirements	none		*SRS I / SRS II / Sr. SRS / Contract of Service*
	1.b.i For walk-in submission, if the documentary submission is compliant, this shall be forwarded to the Assigned Staff after recording. Otherwise, the application shall be returned, with the Checklist of Requirements clearly stating the reason for the rejection.	none		
	1.b.ii For mailed submission, the application shall be turned over to the Assigned Staff after recording. The Assigned Staff will initially assess the submission for completeness. Otherwise, a notification shall be sent to the client to comply with the lacking requirements for reapplication.	none		*SRS I / SRS II / Sr. SRS*
	1.c The Assigned Staff shall process	none		

	the Request for DOE Clearance of No Pending Case to be forwarded to the Legal Section.			
	1.c.i A DOE Clearance of No Pending Case is issued for applicant with no pending case, otherwise, the applicant will settle the case prior to issuance of the DOE Clearance of No Pending Case. A reapplication is required for the latter case.	none		*Legal Section* * Issuance of Legal Clearance is included in a separate internal process
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		*Assessor, Sup. SRS*
	2.a Sends Order of Payment, to applicant, copy furnished to the Assessor, upon prompting from COMS.	none		*Accounting Division* **Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		1st Issuance: P3,500.00		*Client* **Refers to the citizen's charter for payment of fees.*

		Renewal: P3,500.00		
2.b.i Requests reissuance of Order of Payment, if previous issuance lapsed.		none		*Client*
2.b.ii Submits copy of the Official Receipt to the Processor		none		*Client*
B. Processing of Application				
	3. With the submission of the documentary requirements, issuance of DOE Clearance of No Pending Case and payment of required fees, the application shall be turned over to the assigned Processor Staff after logging.	none	1 Working Day	*SRS I / SRS II / Snr. SRS / Contract of Service*
	4.a The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the *DOE Department Circular DC 2022-11-0037* or the Guidelines for the Registration and Issuance of License	none	10 working days	*SRS I /SRS II / Snr. SRS*

	to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquified Petroleum Gas			
	4.b The application shall be entered/registered in the OIMS DOI Database	none		
	4.c For compliant application, the processor shall prepare the following documents: • Validation Form • Checklist of Requirements • Letter • Certificate	none		
	4.d In the case of non-compliant application, it shall be returned to the applicant with a copy of the Checklist of Requirements that includes the reason why the application cannot proceed. [Note: For rejected applications in Items 1.b.ii, 1.c.i, and 4.d, the documents shall be			

	retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			
C. Review and Endorsement of Application				
	5.a The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the validation form, letter and certificate forwarded to the Director. All other documents are returned to the Assigned Staff for filing. Application found insufficient in requirements shall be returned to the Assessor for notification to the applicant. [Note: For rejected applications in Items 1.b.ii, 1.c.i, 4.d and 5.a, the documents shall be	none	5 working days	*Division Chief (Engr. Jose Rey Maleza) /Supervising SRS (Engr. William Carido)*

	retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			
D. Approval of Application				
	6.a The Director shall affix his approval of the application to the Validation Form, letter and certificate. Otherwise, the disapproved application shall be turned over Chief SRS, with the reason of disapproval clearly stated.	none	3 working days	*OIC, Director (Renante M. Sevilla)*
	6.b The approved Validation Form shall be returned to the Assigned Staff for recording.	none	1 working day	*SRS I /SRS II / Snr. SRS / Contract of Service*
E. Notification				
	7.a A notification shall be sent to the applicant with the applied Certificate and Letter attached.	none		*SRS I /SRS II / Snr. SRS / Contract of Service*

	[All documents in the process shall be kept by the Processor in the Applicant's File Folder and the OIMS DOI Database updated.]			
Total Number of Days			**20 Working Days**	

Issuance of LGU Permit Certification

In situations where an LGU shall require a COC as a prerequisite to a Mayor's or Business Permit, a certification may be issued to a new Retail Outlet solely for that purpose of obtaining the Mayor's or Business Permit.

Office or Division:	Energy Industry Management Division (EIMD)
Classification:	Complex
Type of Transaction:	Government-2-Business
Who may avail:	Downstream Oil related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOE-VFO-EIMD-QF-00 (DOE Clearance of No Pending Case) 2. For **LFRO** applicants: 1) DOE-VFO-EIMD-QF-05 (Checklist) 3. For **MRO** applicants: 1) DOE-VFO-EIMD-QF-09 (Checklist) 4. For **TERO** applicants: 1) DOE-VFO-EIMD-QF-12 (Checklist) 5. For **TSRO** applicants: 2) DOE-VFO-EIMD-QF-15 (Checklist) 6. For LTO applicants: Refer to Citizen Charter for Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments	Officer of the Day / Frontline Services / Processors
7. Letter of Intent indicating business name, owner and business address 8. Valid supply Agreement 9. For LFRO applicants: a. Notarized Statement of Facility PNS Compliance 10. For MRO applicants: a. Notarized certification issued by the Engineering Procurement Construction Contractor and dealer/retailer b. Copy of Manufacturer's safety certification on the storage tank 11. For TERO applicants: a. Written notice to OIMB with endorsement from LGU or LDRRMC b. Notarized Certification of Compliance to "Revised Retail Rules" 12. For TSRO applicants:	Client

a. Copy of Endorsement/Certification from the concerned LGU addressing the proliferation of “bote-bote” retailing in the area b. Copy of Certification that equipment is manufactured in accordance with the product safety standards 13. For LTO applicants: Refer to Citizen Charter for Issuance of License to Operate (LTO) for Liquified Gas (LPG) Establishments 14. Copy of List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies 15. Scaled Layout Plan 16. Latest photographs showing the establishment, required labels, price display board, and safety & informational signs. 17. Official Receipt of Payment	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submission of Application				
1. The Applicant submits the required documents to the Receiver/Processor		none		*Client*
	1.b Initially assess completeness of documentary requirements submitted as per Checklist of Requirements	none		*SRS I / SRS II / Snr. SRS / Contract of Service*
	1.b.i For walk-in submission, if the documentary submission is compliant, this shall be forwarded to the Assigned Staff after recording. Otherwise, the application shall be returned, with the Checklist of Requirements clearly stating the			

	reason for the rejection.			
	1.b.ii For mailed submission, the application shall be turned over to the Assigned Staff after recording. The Assigned Staff will initially assess the submission for completeness. Otherwise, a notification shall be sent to the client to comply with the lacking requirements for reapplication.			*SRS I / SRS II / Snr. SRS*
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		*Assessor, Sup. SRS*
	2.a Sends Order of Payment to applicant, copy furnished the Assessor, upon prompting from COMS.	none		*Accounting Division* **Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		LGU Permit Certification: P500.00		*Client* **Refers to the citizen's charter for payment of fees.*
2.b.i Requests reissuance of Order of Payment, if		none		*Client*

previous issuance lapsed.				
2.b.ii Submits copy of the Official Receipt to the Processor		none		*Client*
B. Processing of Application				
	3. With the submission of the documentary requirements, issuance of DOE Clearance of No Pending Case and payment of required fees, the application shall be turned over to the assigned Processor Staff after logging.	none	0.5 Working Day	*SRS I / SRS II / Snr. SRS / Contract of Service*
	4.a The application shall be thoroughly assessed based on the standards	none	1.5 working days	*SRS I / SRS II / Snr. SRS*
	4.b The application shall be entered / registered in the OIMS DOI Database	none		
	4.c For compliant application, the processor shall prepare the LGU Certification	none		
	4.d In the case of non-compliant application, it shall be returned to the applicant with a copy of the			

	Checklist of Requirements that includes the reason why the application cannot proceed. [Note: For rejected applications in Items 1.b.ii, 1.c.i, and 4.d, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			
C. Review and Endorsement of Application				
	5.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the certification for approval and issuance of Certificate. All other documents are returned to the Assigned Staff for filing.	none	2 working days	*Division Chief (Engr. Jose Rey Maleza) /Supervising SRS (Engr. William Carido)*

	Application found insufficient in requirements shall be returned to the Assessor for notification to the applicant. [Note: For rejected applications in Items 1.b.ii, 1.c.i, 4.d and 5.a, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]			
D. Approval of Application				
	6.a The Director shall affix his approval on the certification. Otherwise, the disapproved application shall be turned over Chief SRS, with the reason of disapproval clearly written.	none	2 working days	*OIC, Director (Renante M. Sevilla)*

	6.b The approved certification shall be returned to the Assigned Staff for recording.	none	1 working day	*SRS I /SRS II / Snr. SRS / Contract of Service*
E. Notification				
	7.a A notification shall be sent to the applicant with the applied Certification attached. [All documents in the process shall be kept by the Processor in the Applicant's File Folder and the OIMS DOI Database updated.]	none		*SRS I /SRS II / Snr. SRS / Contract of Service*
Total Number of Days			**7 Working Days**	

Issuance of Registration Certificate

In compliance with the DOE Department Circular DC2022-11-0037, or the Guidelines in the Registration and Issuance of License to Operate to Qualified LPG Participants, all LPG Industry facilities and participants operating in the Visayas shall apply for required registration.

Office or Division:	Energy Industry Management Division (EIMD)
Classification:	Complex
Type of Transaction:	Government-2-Business
Who may avail:	Downstream Oil related business / activities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For **Registration prior to commencement of construction of refilling plants**: - Registration Form - Annex 1 2. For **Registration Authority to fill Third Party Trademark or tradename**: - Registration Form - Annex 3 3. **Registration - Authority to Sell LPG-filled Pressure Vessel**: - Registration Form - Annex 4 4. **Registration – Authorized Transport Motor Vehicles and Marine Vessels**: - Registration Form - Annex 7	Officer of the Day / Frontline Services / Processors Online Link (https://www.doe.gov.ph/vfo-lto)
1. Notarized company secretary's certificate of the authorized representative of the applicant. 2. For Registration prior to commencement of construction of refilling plants a. Company profile; b. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable); c. Articles of Incorporation (SEC) or its equivalent (DTI); d. General Information Sheet (SEC) or its equivalent (DTI); e. Executive briefer of the facility for construction; f. Site and facility layout plan with sufficient description and legends; g. List of reference standards/codes used in the construction design; 3. For Registration Authority to fill Third Party Trademark or tradename:	Client

a. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer; b. LTO of Refiller; c. LTO of third-party Trademark owner or Marketer; d. DOE registration certificate - Trademark or tradename; e. DOE registration certificate - LPG Seal; 4. For Registration - Authority to Sell LPG-filled Pressure Vessel: a. Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer; b. LTO of Dealer or Retailer; c. LTO of Trademark owner or Marketer; d. DOE registration certificate - Trademark or tradename; e. DOE registration certificate - LPG Seal; 5. For Registration – Authorized Transport Motor Vehicles and Marine Vessels: a. Company profile; b. List of motor vehicles and/or marine vessels c. Certificate of registration and official receipt per motor vehicle from Land Transportation Office; d. Conveyance permit per motor vehicle from the BFP; e. Calibration certificate for bulk motor vehicle (lorry tank) from DOST; f. Marine vessel registry and safety certificate from MARINA;				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A. Submission of Application				
1.a The Applicant submits the required documents to the Receiver/Processor		none		*Client*
	1.b Initially assess completeness of documentary requirements submitted as per Checklist of Requirements	none		*SRS I / SRS II / Sr. SRS / Contract of Service*
	1.b.i For walk-in submission, if the documentary submission is	none		

	compliant, this shall be forwarded to the Assigned Staff after recording. Otherwise, the application shall be returned, with the Checklist of Requirements clearly stating the reason for the rejection.			
	1.b.ii For mailed submission, the application shall be turned over to the Assigned Staff after recording. The Assigned Staff will initially assess the submission for completeness. Otherwise, a notification shall be sent to the client to comply with the lacking requirements for reapplication.	none		*SRS I / SRS II / Snr. SRS*
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		*Assessor, Sup. SRS*
	2.a Sends Order of Payment, to applicant, copy furnished to the Assessor, upon prompting from COMS.	none		*Accounting Division* **Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		1,000 per issuance		*Client* **Refers to the citizen's charter for payment of fees.*
2.b.i Requests reissuance of Order of Payment, if previous issuance lapsed.		none		*Client*
2.b.ii Submits copy of the Official Receipt to the Processor		none		*Client*
B. Processing of Application				
	3. With the submission of the documentary requirements, and Official Receipt of payment, the	none	1 Working Day	*SRS I / SRS II / Snr. SRS / Contract of Service*

	application shall be turned over to the assigned Processor Staff after logging.			
	4.a The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the *DOE Department Circular DC 2022-11-0037* or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquified Petroleum Gas	none	10 working days	*SRS I /SRS II / Snr. SRS*
	4.b The application shall be entered/registered in the OIMS DOI Database	none		
	4.c For compliant application, the processor shall prepare the validation form, letter and certificate	none		
	4.d In the case of non-compliant application, it shall be returned to the applicant with a copy of the Checklist of Requirements that includes the reason why the application cannot proceed. [Note: For rejected applications in Items 1.b.ii, 1.c.i, and 4.d, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are			

	included in the notification to the applicant.]			
C. Review and Endorsement of Application				
	5.a The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certification, with the validation form, letter and certificate forwarded to the Director. All other documents are returned to the Assigned Staff for filing. Application found insufficient in requirements shall be returned to the Assessor for notification to the applicant. [Note: For rejected applications in Items 1.b.ii, 1.c.i, 4.d and 5.a, the documents shall be retained by the Assigned Staff for temporary storage until resubmission within 90 days. Afterwards, the documents shall be disposed of. The temporary storage and disposition are included in the notification to the applicant.]	none	5 working days	*Division Chief (Engr. Jose Rey Maleza) /Supervising SRS (Engr. William Carido)*
D. Approval of Application				
	6.a The Director shall affix his approval of the application to the Validation Form, letter and certificate. Otherwise, the disapproved application shall be turned over Chief SRS, with the reason of disapproval clearly written.	none	3 working days	*OIC, Director (Renante M. Sevilla)*

	6.b The approved Validation Form, letter and certificate shall be returned to the Assigned Staff for recording.	none	1 working day	*SRS I /SRS II / Snr. SRS / Contract of Service*
E. Notification				
	7.a A notification shall be sent to the applicant with the applied Certificate and Letter attached. [All documents in the process shall be kept by the Processor in the Applicant's File Folder and the OIMS DOI Database updated.]	none		*SRS I /SRS II / Snr. SRS / Contract of Service*
Total Number of Days		**20 Working Days**		

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) – New and Renewal
3. Issuance of Certificate of Coal Trader Accreditation (CTA) – New
4. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)
5. Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

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.

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 **Submit one (1) set of the following:**	**WHERE TO SECURE**
1. Application Letter addressed to VFO director and signed by the Applicant	Client
2. Affidavit of Authenticity	
3. Filled out Application Form	
4. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer	
5. Coal Reserve Assessment Issued by the DOE	
6. Area Clearance with Technical Description from DOE-ITMS	
7. Certification of Residency from: 6.3 Barangay Captain 6.4 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	
7.4 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 with coordinates of the proposed Shafts				
7.8 Production Cost per metric ton				
7.9 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. Copy of Official Receipt or validated deposit slip for the payment of application fee thru COMS (non-refundable).		DOE-VFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof (*non-refundable*)		
Additional Requirements for Supervised SSCMP:				
a. Operating Agreement b. Contract of Purchase and Sale				
For Renewal of SSCMP – Independent and Supervised by COC Holders:				
All the above requirements are necessary EXCEPT for item no. 6 (Area Clearance from DOE-ITMS).				
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	*AFDB* *Records Officer*

	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		*AFDB* *Records Officer*
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	*RMS* *OIC, VFO* *FABI / RCG* *Admin Staff, Office of the Director*
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None	1 Working Day	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.4.b. If not technically qualified, ERDUD rejects the application with a letter signed by the VFO Director	None	6 Working Days	*RMS* *OIC, VFO*
	1.4.a. If technically qualified, ERDUD endorse the application to VFO Legal Section	None		*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	*BAB* *Legal Officer,* *VFO*

	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		*BAB* *Legal Officer,* *VFO*
	1.5 ERDUD Reviews and Approves the evaluated SSCMP application	None	4 Working Days	*LSA* *Chief SRS,* *ERDUD*
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.5.2 If approved, ERDUD endorses the application to VFO-OD for approval	None		*LSA* *Chief SRS,* *ERDUD*
	1.6 VFO-OD Reviews and Approves the evaluated SSCMP application	None	4 Working Day	*RMS* *OIC, VFO*
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		*RMS* *OIC, VFO*

	1.6.2 If approved, VFO-OD records and endorses the approved SSCMP to ERDUD	None		*FABI / RCG* *Admin Staff, Office of the Director*
Total Number of Days		**20 Working Days**		

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

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 addressed to VFO Director and signed by the Applicant	Client
2. Affidavit of Authenticity	
3. Duly accomplished application form (ERDB Form No. 2011-2)	VFO-ERDUD
4. 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
5. Technical specifications of coal-fired equipment and location map	Supplier of Equipment
6. Environmental Compliance Certificate of coal storage facility	DENR-EMB
7. Copy of Current Business Permit; Present the Original Copy of Business Permit.	City/municipality where the facility is located
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 thru COMS (non-refundable).		DOE-VFO or bank Application Fee – Php 5,000.00 (*non-refundable*)		
COAL END-USER'S REGISTRATION (RENEWAL) **Items 1, 2, 3, 4, 5, 6, 7, 8, 9 and the ff:**				
A. Summary of Coal Purchases from Year 1 to 10 (VFO-CEURR-2021-A).				
B. Clearance from Financial Services on compliance with Reportorial Obligations issued within thirty (30) calendar days prior to the submission of the application.				
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	*AFDB* *Records Officer*
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		*AFDB* *Records Officer*
	1.3 VFO-OD records/reviews the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	2 Working Days	*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director* *LSA / OIC*

	1.4 ERDS conducts technical evaluation	None	6 Working Days	*RLDD-Sr. SRS / BSR-Sr. SRS / JMMMA-SRS II*
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS OIC, VFO*
	1.4.2 If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		*LSA Chief SRS, ERDUD*
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	*BAB Legal Officer, VFO*
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS OIC, VFO*
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		*BAB Legal Officer, VFO*
	1.6 Prepare CEUR Documents and endorse to CSRS for review	None	3 Working Days	*RLDD-Sr. SRS / BSR-Sr. SRS / JMMMA-SRS II*
	1.7 Reviews and endorses to VFO-	None	2 Working Day	*LSA Chief SRS,*

	OD for final review and/or approval			*ERDUD*
	1.8 VFO-OD reviews and approves the application	None	3 Working Days	*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
	1.8.1 VFO-OD records and transmits the approved CEUR to ERDUD	None		
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 addressed to VFO Director and signed by the Applicant	Client
2. Affidavit of Authenticity	
3. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
4. 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
5. 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
6. Environmental Compliance Certificate of coal storage facility	DENR-EMB
7. Current Business Permit	City/municipality where the storage facility is located
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 thru COMS	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.				
For Logistics Service Provider (hauling services): items 1, 2, 3, 4, 6, 7, 8 and the ff:				
A. List of Authorized Drivers		Client		
B. List of vehicles with plate number and copy of OR/CR				
C. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				
D. Copy of Official Receipt or validated deposit slip for the payment of application fee thru COMS		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	3.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	*AFDB* *Records Officer*
	3.2 VFO Records Officer transmits the received documents with Document Tracking	None		*AFDB* *Records Officer*

	System (DTS) to VFO-OD			
	3.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	2 Working Days	*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
	1.4 ERDUD conducts technical evaluation	None	6 Working Days	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.4.2 If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		*LSA* *Chief SRS,* *ERDUD*
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	*BAB* *Legal Officer,* *VFO*
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS* *OIC, VFO*

	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		*BAB* *Legal Officer,* *VFO*
	1.6 Prepares CTA Documents and endorses to CSRS for review	None	5 Working Days	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.7 Reviews and endorses to VFO-OD for final review and approval	None		*LSA* *Chief SRS,* *ERDUD*
	1.8 VFO-OD reviews and approves the application	None	3 Working Days	*RMS* *OIC, VFO*
	1.8.1 VFO-OD records and transmits the approved CTA to ERDUD	None		*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
Total Number of Days			**20 working days**	

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

The issuance of Certificate of CTAR is for accredited coal trader that renewed its Coal Trader's Accreditation. It has a validity of one (1) year. The issuance is based on DC2012-05-0006.

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 addressed to VFO Director and signed by the Applicant	Client
2. Affidavit of Authenticity	
3. Duly accomplished application form (ERDB Form No. 2011-1)	VFO-ERDUD
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. Copy of Current Business Permit; Present the Original Copy of Business Permit.	City/municipality where the storage facility is located
6. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application, such as updated Certificate of Registration/ECC from other agencies as may deemed applicable. For Corporation, attached Secretary's Certificate.	
8. Clearance from Financial Services on compliance with Reportorial and Remittance Obligations issued within thirty (30) calendar days prior to the submission of the application.	

9. Copy of Official Receipt or validated deposit slip for the payment of application fee thru COMS (non-refundable).	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:	
A. Application letter addressed to VFO Director and signed by the Applicant	Client
B. Copy of the approved and duly conformed SSCMP.	
C. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of the application.	
D. Clearance from Financial Services on compliance with Reportorial and Remittance Obligations issued within thirty (30) calendar days prior to the submission of the application.	
For Logistics Service Provider (hauling services): items 1, 2, 3, 5, 6, 7, 8 and the ff:	
A. List of Authorized Drivers	Client
B. List of vehicles with plate number and copy of OR/CR	
C. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	
D. Clearance from Financial Services on compliance with Reportorial Obligations issued within thirty (30) calendar days prior to the submission of the application.	Financial Services

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	*AFDB* *Records Officer*
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		*AFDB* *Records Officer*
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	2 Working Days	*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
	1.4 ERDUD conducts technical evaluation	None	6 Working Days	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.4.2 If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		*LSA* *Chief SRS,* *ERDUD*
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	*BAB* *Legal Officer,* *VFO*

	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		*BAB* *Legal Officer,* *VFO*
	1.6 Prepares CTA Documents and endorses to CSRS for review	None	5 Working Days	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*
	1.7 Reviews and endorses to VFO-OD for final review and approval	None		*LSA* *Chief SRS,* *ERDUD*
	1.8 VFO-OD reviews and approves the application	None	3 Working Days	*RMS* *OIC, VFO*
	1.8.1 VFO-OD records and transmits the approved CTA to ERDUD	None		*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
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.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Complex Transaction
Type of Transaction	Government-2-Citizen
Who may avail	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders

CHECKLIST OF REQUIREMENTS **Submit Three (3) sets of the following:**	**WHERE TO SECURE**
A. For Safety Engineer (New & Renewal)	
1. Application letter addressed to VFO Director and signed by the Applicant	
2. Affidavit of Authenticity	
3. Filled-out ERDB Form No. DOE-ERDB-QF-001	VFO-ERDUD
4. Originally Signed Resume	Client
5. Certificate/s of Training in General Safety and Health related to Mining Operations	
6. Two (2) 2"x2" ID photo	
7. Certified True Copy of PRC ID	
8. Original Copy of valid Police Clearance	
9. Letter Addressed to the VFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder	

10. 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. For Safety Inspector	
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*)		
FOR RENEWAL OF SAFETY INSPECTOR'S PERMIT:				
All are required except for item no. 6.				
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	*AFDB* *Records Officer*
	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	*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None	3 Working Days	*RLDD-Sr. SRS /* *BSR-Sr. SRS /* *JMMMA-SRS II*

	1.4.1 If not technically qualified, ERDUD rejects application with a letter signed by the VFO Director	None		*RMS* *OIC, VFO*
	1.4.2 If technically qualified, ERDUD endorses the application to VFO Director for final review and approval	None		*LSA* *Chief SRS,* *ERDUD*
	1.5 VFO-OD reviews the endorsed application	None	2 Working Days	*RMS* *OIC, VFO*
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		*LSA* *Chief SRS,* *ERDUD*
	1.5.2 If approved, VFO-OD records and transmits the signed permit to ERDUD	None		*RMS, OIC* *FABI / RCG* *Admin Staff, Office of the Director*
Total Number of Days			**7 Working Days**	

INTERNAL SERVICES

PROCESSES

1. Procedure on the Processing of Clearance of Cases

2. Payment of Fees

Procedure on the Processing of Clearance of Cases

Office or Division:	VFO Legal Section			
Classification:	Simple			
Type of Transaction:	Government-2-Business			
Who may avail:	Upstream and Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. DOE-VFO-QF-00 (DOE Clearance of No Pending Case)		Processors or Legal Officer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
A. Submission of Application				
1. Receive the Legal Clearance issued by the processor and submit to the VFO Legal Section				Client
	1.a Logs the details of the Legal Clearance	none	1 day	Admin Staff/Receiver
	1.b Verification of Status	none	1 day	Legal Assistant
B.1 If application has pending case				
	2. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).	none		Legal Assistant , Atty III/Atty IV
	2.a Sends Order of Payment (via	none		*Accounting Division*

	email), to applicant, copy to the Assessor, upon prompting from COMS.			**Refers to the citizen's charter for payment of fees.*
2.b. Pays the required fees within ten (10) calendar days.		*Dependent on what is declared in the Legal Order*		*Client* **Refers to the citizen's charter for payment of fees.*
2.b.i Requests reissuance of Order of Payment, if previous issuance lapsed.		none		*Client*
B.2 If application has No pending case				
	3. issuance of Legal Clearance		1 day	*Legal Officer*
	4. Releasing of Legal Clearance			
Total Number of Days			**3 Working Days**	

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.

Office or Division:	Visayas Field Office
Classification:	Simple
Type of Transaction:	Government-2-Business
Who may avail:	Upstream and Downstream Oil related business / activities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Order of Payment generated via Collection Monitoring System (COMS)	Processors sent to client's email

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Presents duly signed Order of Payment and pay corresponding amount to the Collecting Officer either in Cash, Manager's/ Cashier's check or Postal Money Order Check				*Client*
	1.1 Receive duly signed Order of Payment and payment	Schedule of Fees https://www.doe.gov.ph/fees-and-charges	30 min	Admin Officer II / Admin Assistant III (Collecting Officer)
	1.2. Prepare signed pre-numbered	none	1 hr	

	Official Receipt (OR)			
	1.3. Photocopy issued OR for processor's copy	none	1 hr	
	2. Issue the original copy of the OR to the client together with the photocopy	None	30 mins	*Client*
Total Number of Days		**3 hours**		

MINDANAO FIELD OFFICE (MFO)

MINDANAO FIELD OFFICE (MFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. Issuance of Certification for Hauler (Retail Outlet-Own Use)	7 days	Complex Transaction
2. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations	20 days	Highly Technical Transaction
3. *Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) ***(ISO Certified)***	20 days	Highly Technical Transaction
4. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller	20 days	Highly Technical Transaction
5. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer	20 days	Highly Technical Transaction
6. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station	20 days	Highly Technical Transaction
7. Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge	20 days	Highly Technical Transaction
8. Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer	20 days	Highly Technical Transaction
9. Issuance of License To Operate (LTO) for	20 days	Highly Technical

Centralized LPG Piping System		Transaction
10. Issuance of Certification of Registration – LPG Bulk Consumer	7 days	Complex Transaction

Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
11. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders - New and Renewal	20 days	Highly Technical Transaction
12. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent - New and Renewal	20 days	Highly Technical Transaction
13. Issuance of Certificate of Coal End-User Registration (CEUR)-New	20 days	Highly Technical Transaction
14. Issuance of Certificate of Coal End-User Registration (CEUR) – Renewal	20 days	Highly Technical Transaction
15. Issuance of Certificate of Coal Trader Accreditation (CTA) - New	20 days	Highly Technical Transaction
16. Issuance of Certificate of Coal Trader Accreditation - Renewal (CTAR)	20 days	Highly Technical Transaction
17. Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics – New	20 days	Highly Technical Transaction
18. Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics	20 days	Highly Technical Transaction
19. Issuance of Safety Engineer's (SE) and Safety Inspector's (SI) Permit – New and Renewal	7	Complex Transaction

MINDANAO FIELD OFFICE (MFO)

Internal Services

PROCESSES	DURATION	CLASSIFICATION
20. Issuance of Legal Opinion	1 working day	Simple Transaction
21. Legal Clearance (Certificate of No Violations)	1 working day	Simple Transaction
22. Mailing Postal Services	1 working day	Simple Transaction
23. Processing of Petty Cash	1 working day	Simple Transaction
24. Processing of Transportation and Logistics	1 working day	Simple Transaction
25. Receiving and Endorsing Outgoing Documents	1 working day	Simple Transaction
26. Strategic Performance Management System–OPCR/DPCR/ IPCR	2 working days	Simple Transaction
27. Collection of Fees and Charges	2 working days	Simple Transaction
28. Processing of Procurement Through PS-DBM	2 working days	Simple Transaction
29. Processing of Procurement Through Alternative Method of Procurement	2 working days	Simple Transaction
30. Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment	2 working days	Simple Transaction
31. Liquidation of Cash Advance Local and Foreign Travel (with or without refund)	3 working days	Simple Transaction
32. Processing and Filing OF SALN	3 working days	Simple Transaction

33. Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities	5 working days	Complex Transaction
34. Processing for the Disposal of Unserviceable Properties Thru Sale	5 working days	Complex Transaction
35. End-User Evaluation of Job Applicants	7 working days	Complex Transaction
36. Processing of Issuance of Check (DV) Related to Local and Foreign Travels	7 working days	Complex Transaction
37. Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others	7 working days	Complex Transaction
38. Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players a. If there is no violation b. If both EIMD Chief SRS and MFO Director have no comments c. If either EIMD Chief SRS and MFO Director have no comments d. If both EIMD Chief SRS and MFO Director have no comments	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"

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may Avail	**Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet**

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
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		*Officer of the day, EIMD*
	2.1 Checking of database if LFRO has record of pending case	Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions		*Staff,* EIMD
	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			
	2.4 Issuance of legal clearance and order of payment for Fees	None		*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	3.1. Processing of payment and issuance of Official Receipt	Certification for Hauler - Php 1,050.00		*Collecting Officer, MFO*
	4.1 Official acceptance of application, MFO suite database logging		1 Working Day	*Assigned Staff / SRS, EIMD*
	4.4 Processing of application and preparation of Certification for Hauler		4 Working Days	*Assigned Staff / SRS, EIMD*

	and cover letter	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		*SRS, EIMD*
	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”

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
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

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	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		*Officer of the day,* EIMD *Online Evaluator,* EIMD
	2.1 Checking of database if establishment has record of pending case	Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions		*Staff,* EIMD
	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			
	2.4 Issuance of legal order and order of payment for fees	None		*Staff,* EIMD *Chief SRS,* EIMD

2. Payment of Applicable Fees	3.1. Processing of payment and issuance of Official Receipt	1. Issuance of Certification (CNC) -Php. 3,100.00		*Collecting Officer*, MFO
	4.1 Official acceptance of application, MFO suite database long	None	1 Working day	*SRS, EIMD*
	4.2 Processing of application and preparation of CNC and cover letter		10 Working days	*SRS,* EIMD
	4.3 Review of the action on the evaluated application		9 Working days	*Supv. SRS,* EIMD
	4.4 Review and endorsement of application for Director's approval			*Chief SRS*, EIMD
	4.5 Review and approval of endorsed application			*Director*, MFO
3. Receipt of approved CNC	5.1 Release of CNC to client	None		*SRS*, EIMD
	5.2 File copy of the application and action for safekeeping			*SRS,* EIMD
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: (1copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2 Location and complete address of the Retail Outlet; and	
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/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 eimd.doedavao@doe.gov.ph
Supporting Documents for 1st 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 Sealed Calibration Mechanism/s of Machines	
8.5 Safety and informational signs	
8.6 Air/water facility	
8.7 No unleaded markings	
8.8 Valid calibrating bucket	
8.9 Clean Restroom	
9. DOE COC Clearance of No Pending Case (1copy)	Legal Services
10. Payment of fee	Provided by Applicant
Supporting Documents for Renewal	
1. Filled-out and notarized Application Form (1copy)	Provided by Applicant
2. Accomplished **DOE Form on Affidavit of Undertaking** on liability in case of violations committed by dealer/retailer (1 copy)	Provided by Applicant

3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
5. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)	Provided by Applicant
6. DOE COC Clearance of No Pending Case (1copy)	Legal Services
7. Reportorial Requirements (Under oath; submitted every 30th day of January) - Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant
8. Photocopy of previous COC	Provided by Applicant
9. Payment of Fee	
Notes:	
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	1.1 Review of completeness of documents against checklist of requirement.	N / A		*Assigned Staff/ SRA,EIMD*

	Email)	Document Tracking/Logging			*Evaluator, EIMD*
		1.1.1If complete, provide DOE COC Clearance of No Pending Case to be filed on Legal Services			
		1.1.2 If incomplete, return to client.			
2.	Filing of DOE 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)		*Chief SRS, EIMD* *Director, MFO*
		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			*Legal Officer, MFO*

3. Filing of application	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		*Staff,* EIMD
4. Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	1. New Application: PhP 3100.00 2. COC Renewal Fee PhP3000.00		*Collecting Officer, MFO*
5. Submission of application	5.1 Receipt of application and assignment to respective division	N / A	1 Working Day	*Admin. Staff, MFO*
	5.2 Receipt of application and assignment to respective section/ personnel			*SRS, EIMD*
	5.3 Encoding of payment to database			
	5.4 Processing of application and preparation of COC		10 Working Days	*SRS, EIMD*
	5.5 Encoding of the COC			
	5.6 Review of the application for endorsement to Director			*Chief SRS,* EIMD

	5.7 For Director's approval of the application		9 Working Days	*Director*, MFO
6. Receipt of approved COC	6.1 Release of COC to client			*SRS, EIMD*
	6.2 File copy of the application and action for safekeeping			*SRS, EIMD*
Total Number of Days			**20 Working Days**	

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 eimd.doedavao@doe.gov.ph
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 the Department of Labor and Employment (DOLE);	DOLE - provided by applicant
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
*** 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 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 PhP1,000.00/ Certificate		*Collection Officer,* MFO
	4.1 Official acceptance of application, MFO suite database logging		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 for LPG Refiller and cover letter		10 Working days	*SRS, EIMD*
	7.2 Endorsement of LTO application for Director's approval			*Chief 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 LPG Refiller	5.1 Release of LTO for LPG Refiller 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 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: eimd.doedavao@doe.gov.ph
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;	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.	
2.22 Fire prevention and response manual	provided by applicant
2.23 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.24 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.25 Proof of payment of application fee	provided by applicant
*** Original copy of the above documents must be presented for authentication purposes**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			*Officer of the day, EIMD*
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Dealer has record of pending case			*Staff,* EIMD
	2.2 If no pending case, note continue processing of Registration and	Admin fine (if applicable) – Refer to attached Prohibited		

	LTO for LPG Dealer	Acts in RA 11592		
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		*Collection Officer,* MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	*SRS, EIMD*
	4.2 Processing of application and preparation of Registration and LTO for LPG Dealer and cover letter		10 Working days	*SRS, EIMD*
	4.3 Review of the action on the evaluated application		9 Working days	*Supervising SRS,* EIMD
	4.4 Review and endorsement of application for Director's approval			*Chief SRS,* EIMD

	4.5 Review and approval of endorsed application			*Director, MFO*
3. Receipt of approved Registration and LTO for LPG Dealer	5.1 Release of Registration and LTO for LPG Dealer 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 (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 eimd.doedavao@doe.gov.ph
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			*SRS, EIMD*

	action for safekeeping			
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 eimd.doedavao@doe.gov.ph
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
*** 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			
	1.3 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		*Staff,* EIMD
	1.4 If no pending case, note continue processing of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge			
	1.5 If with pending case, inform applicant to pay the penalties and settle the case			
	1.6 Issuance of legal clearance and order of payment for Fees			*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	2.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		*Collection Officer,* MFO
	2.2 Official		1 Day	*SRS, EIMD*

	acceptance of application, MFO suite database logging	PhP 1,000.00 / Certificate		
	2.3 Processing of application and preparation of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge and cover letter		10 days	*SRS, EIMD*
	2.4 Review of the action on the evaluated application		9 Working days	*Supervising SRS,* EIMD
	2.5 Review and endorsement of application for Director's approval			*Chief SRS,* EIMD
	2.6 Review and approval of endorsed application			*Director, MFO*
3. Receipt of approved LTO for Independent Hauler of LPG in Cylinder and/or Cartridge	3.1 Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client			*SRS, EIMD*
	3.2 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) 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 eimd.doedavao@doe.gov.ph
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:	provided by applicant

a. Full and front and back views of the establishment; 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			
	1.3 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
	1.4 If no pending case, note continue processing of Registration and LTO for LPG Retailer			

	1.5 If with pending case, inform applicant to pay the penalties and settle the case			
	1.6 Issuance of legal clearance and order of payment for Fees			*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	2.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		*Collection Officer,* MFO
	2.2 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	*SRS, EIMD*
	2.3 Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter		10 Working days	*SRS, EIMD*
	2.4 Review of the action on the evaluated application		9 Working days	*Supervising SRS,* EIMD
	2.5 Review and endorsement of application for Director's approval			*Chief SRS,* EIMD
	2.6 Review and approval of endorsed			*Director, MFO*

	application			
3. Receipt of approved Registration and LTO for LPG Retailer	3.1 Release of Registration and LTO for LPG Retailer to client			*SRS, EIMD*
	3.2 File copy of the application and action for safekeeping			*SRS, EIMD*
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 eimd.doedavao@doe.gov.ph
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			*Officer of the day, EIMD*
	1.2 If non-compliant, return to client			
	1.3 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		*Staff,* EIMD
	1.4 If no pending case, note continue processing of LTO Centralized LPG Piping System			
	1.5 If with pending case, inform applicant to pay the penalties and settle the case			

	1.6 Issuance of legal clearance and order of payment for Fees			*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	2.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		*Collection Officer,* MFO
	2.2 Official acceptance of application, MFO suite database logging		1 Working day	*SRS, EIMD*
	2.3 Processing of application and preparation of LTO Centralized LPG Piping System and cover letter		10 Working days	*SRS, EIMD*
	2.4 Review of the action on the evaluated application		9 Working days	*Supervising SRS,* EIMD
	2.5 Review and endorsement of application for Director's approval			*Chief SRS,* EIMD
	2.6 Review and approval of endorsed application			*Director, MFO*
3. Receipt of approved LTO Centralized LPG Piping System	3.1 Release of LTO Centralized LPG Piping System			*SRS, EIMD*
	3.2 File copy of the application and action for safekeeping			*SRS, EIMD*
Total Number of Days			**20 Working Days**	

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 eimd.doedavao@doe.gov.ph
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			*Officer of the day, EIMD*
	1.2 If non-compliant, return to client			
	1.3 Checking of database if LPG Bulk Consumer has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		*Staff,* EIMD
	1.4 If no pending case, note continue processing of Registration - LPG Bulk Consumer			
	1.5 If with pending case, inform applicant to pay the penalties and settle the case			
	1.6 Issuance of legal clearance and order of payment for Fees			*Staff,* EIMD *Chief SRS,* EIMD
2. Payment of Fees	2.1 Processing of payment and issuance of Official Receipt	Registration Certificate PhP 1,000.00/		*Collection Officer,* MFO
	2.2 Official acceptance of application, MFO suite database logging		1 Working day	*SRS, EIMD*

	2.3 Processing of application and preparation of Registration - LPG Bulk Consumer and cover letter		4 Working days	*SRS, EIMD*
	2.4 Review of the action on the evaluated application		2 Working days	*Supervising SRS,* EIMD
	2.5 Review and endorsement of application for Director's approval			*Chief SRS,* EIMD
	2.6 Review and approval of endorsed application			*Director, MFO*
3. Receipt of approved Registration Certificate-LPG Bulk Consumer	3.1 Release of Registration Certificate-LPG Bulk Consumer			*SRS, EIMD*
	3.2 File copy of the application and action for safekeeping			*SRS, EIMD*
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 **Submit one (1) set of the following:**	**WHERE TO SECURE**
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		
For Renewal of SSCMP-Supervised by Coal Operating Contract (COC) Holders:				
All the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of Complete 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	*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* ERDS
	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		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO

	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.5 MFO-OD conducts final review and approval of SSCMP application	None	2 Working Days	*Director* MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.6 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS / SRS I* ERDS
	1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	*Admin. Asst. I* Office of the Director
Total Number of Days			**20 Working Days**	

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

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent New and Renewal pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who may avail	Interested individuals

CHECKLIST OF REQUIREMENTS **Submit one (1) set of the following:**	**WHERE TO SECURE**
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
For Renewal of SSCMP-Independent:	
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	*Admin. Asst. I* Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and	None		*Admin. Asst. I* Office of the Director

	Utilization Division (ERDUD)			
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO

	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.5 MFO-OD conducts final review and approval of SSCMP application	None	2 Working Days	*Director* MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.6 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS / SRS I* ERDS
	1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
Total Number of Days			**20 Working Days**	

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

Issuance of Certificate of Coal End-User Registration (CEUR) pursuant to P.D. 972 and DC No. 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Entities involved in coal purchasing and utilization

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	*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* ERDS
	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		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO

	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.5 MFO-OD conducts final review and approval of CEUR application	None	2 Working Days	*Director* MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, MFO-OD records and transmits the approved CEUR to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.6 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS / SRS II* ERDS
	1.7 Conduct orientation of applicant and release of CEUR	None	1 Working Day	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDS
Total Number of Days				**20 Working Days**

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

Issuance of Certificate of Coal End-User Registration (CEUR) Renewal pursuant to P.D. 972 and DC 2012-05-0006.

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)	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	*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	8 Working Days	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	*Technical Audit Specialist FS-CERCD*
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.4.2 If approved, ERDUD endorses the application to MFO	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II*

	Legal Officer for Legal Evaluation			ERDUD
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.6 MFO-OD conducts final review and approval of CEUR-R application	None	2 Working Days	*Director* MFO
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.6.2 If approved, MFO-OD records and transmits the approved CEUR-R to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.7 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS / SRS II* ERDS
	1.8 Conduct orientation of applicant and release of CEUR-R	None	1 working Day	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
Total Number of Days			**20 Working Days**	

Issuance of Certificate of Coal Trader Accreditation (CTA) – New

Issuance of Certificate of Coal Trader Accreditation (CTA) New pursuant to P.D. 972 and DC 2012-05-0006.

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 Submit one (1) set of the following:	**WHERE TO SECURE**
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		
For Coal Operating Contract (COC) and Small-Scale Coal Mining (SSCMP) Holders:				
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		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.5 MFO-OD conducts final review and approval of CTA application	None	2 Working Days	*Director* MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO

	1.5.2 If approved, MFO-OD records and transmits the approved CTA to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.6 ERDUD records and updates DTS	None	1 working Day	*Sr. SRS / SRS II* ERDS
	1.7 Conduct orientation of applicant and release of CTA	None	1 working Day	*Chief SRS / Supvg. SRS /* *Sr. SRS / SRS II* ERDUD
Total Number of Days			**20 working days**	

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.

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 **Submit one (1) set of the following:**	**WHERE TO SECURE**
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		
For Coal Operating Contract (COC) and Small-Scale Coal Mining (SSCMP) Holders:				
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		*Director* MFO
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	*Technical Audit Specialist FS-CERCD*
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.5.1 If disapproved, ERDUD rejects the application with a	None		*Director* MFO

	letter signed by the MFO Director			
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.6 MFO-OD conducts final review and approval of CTAR application	None	2 Working Days	*Director* MFO
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.7 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS / SRS II* ERDS
	1.8 Conduct orientation of applicant and release of CTAR	None	1 Working Day	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
Total Number of Days			**20 Working days**	

Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New

Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New pursuant to P.D. 972 and DC 2012-05-0006.

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 Submit one (1) set of the following:	**WHERE TO SECURE**
FOR LOGISTICS SERVICE PROVIDER (Hauling Services)	
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)*
FOR LOGISTICS SERVICE PROVIDER (Storage): items 1, 2, 3, 4, 7, 8, 9 and the ff:	
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. 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 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		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director
	1.5 MFO-OD conducts final review and approval of CTA-Logistics application	None	2 Working Days	*Director* MFO
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, MFO-OD records and transmits the approved CTA-Logistics to ERDUD	None		*Admin. Asst. I* Office of the Director

	1.6 ERDUD records and updates DTS	None	1 working Day	*Sr. SRS / SRS II* ERDS
	1.7 Conduct orientation of applicant and release of CTA-Logistics	None	1 working Day	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
Total Number of Days			**20 working days**	

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.

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 Submit one (1) set of the following:	**WHERE TO SECURE**
FOR LOGISTICS SERVICE PROVIDER (Hauling Services)	
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		
FOR LOGISTICS SERVICE PROVIDER (Storage): items 1, 2, 3, 4, 8, 9, 10 and the ff:				
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. 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	8 Working Days	*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO

	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None	4 Working Days	*Technical Audit Specialist FS-CERCD*
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		*Chief SRS / Supvg. SRS / Sr. SRS / SRS II* ERDUD
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	*Legal Officer* Office of the Director
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		*Legal Officer* Office of the Director

	1.6 MFO-OD conducts final review and approval of CTAR-Logistics application	None	2 Working Days	*Director* MFO
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		*Director* MFO
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR-Logistics to ERDUD	None		*Admin. Asst. I* Office of the Director
	1.7 ERDUD records and updates DTS	None	1 Working Day	*Sr. SRS* / *SRS II* ERDS
	1.8 Conduct orientation of applicant and release of CTAR-Logistics	None	1 Working Day	*Chief SRS* / *Supvg. SRS* / *Sr. SRS* / *SRS II* ERDUD
Total Number of Days			**20 working days**	

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.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Complex Transaction
Type of Transaction	Government-2-Citizen
Who may avail	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders

CHECKLIST OF REQUIREMENTS **Submit one (1) set of the following:**	**WHERE TO SECURE**
A. For Safety Engineer	
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. For Safety Inspector	
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
Pre-application Process				
1. Filing of application to MFO / ERDUD	1.1 Review of completeness of documents against	N/A	N/A	*Officer of the day, ERDS*

via mail or walk-in	the checklist of requirements.			
	1.2 If incomplete, return to the client.	N/A	N/A	*Officer of the day, ERDS*
2. Review of pending cases	2.1 Checking of records for pending cases.	N/A	N/A	*Staff,* *ERDS*
	2.2 If there are no pending case/s, note to continue the processing of SE or SI permit application.	N/A	N/A	*Staff,* *ERDS*
	2.3 If with a pending case, inform the applicant to pay the penalties and settle the case.	N/A	N/A	*Staff,* *ERDS*
	2.4 Issuance of Assessment Slip for Fees	N/A	N/A	*Staff,* *ERDS*
3. Payment of applicable fees	3.1 Processing of payment and issuance of Official Receipt	PHP 550.00	N/A	*Collecting Officer, MFO*
Application Process				
4. Submission of Complete Documents with Official Receipt / Proof of Payment – MFO	4.1 MFO Records Officer receives the documents and endorse to OD with Energy Application Monitoring System (EAMS)	N/A	1 Working Day	*Admin. Asst. I* Office of the Director
	4.2 MFO-OD receives the documents and endorses to Energy Resource Development and	N/A		*Admin. Asst. I* Office of the Director

	Utilization Division (ERDUD)			
	4.3 ERDUD receives the documents and conducts Technical Evaluation	N/A	3 Working Days	*Chief SRS / Supvg. SRS /* *Sr. SRS / SRS II* ERDS
	4.3.1 If not technically qualified, ERDUD rejects the application with a letter signed by the MFO Director	N/A		*Sr. SRS / SRS II*
	4.3.2 If technically qualified, ERDUD endorses the application to FS-CERCD for Financial Evaluation	N/A		*Sr. SRS / SRS II* ERDS
	4.4 MFO-OD conducts final review and approval of SE/SI application	N/A	2 Working Days	*Director* MFO
	4.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	N/A		*Director* MFO
	4.4.2 If approved, MFO-OD records and transmits the approved SE/SI Permit to ERDUD	N/A		*Admin. Asst. I* Office of the Director

	4.5 ERDUD records and updates EAMS	N/A	1 Working Day	*Sr. SRS / SRS II* *ERDS*
5. The applicant receives the email notification for the approval of their SE or SI Permit.	N/A	N/A	N/A	*Sr. SRS / SRS II* ERDS
Total Number of Days			**7 Working Days**	

INTERNAL SERVICES

1. Issuance of Legal Opinion
2. Legal Clearance (Certificate of No Violations)
3. Mailing Postal Services
4. Processing of Petty Cash
5. Processing of Transportation and Logistics
6. Receiving and Endorsing Outgoing Documents
7. Strategic Performance Management System–OPCR/DPCR/ IPCR
8. Collection of Fees and Charges
9. Processing of Procurement Through PS-DBM
10. Processing of Procurement Through Alternative Method of Procurement
11. Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment
12. Liquidation of Cash Advance Local and Foreign Travel (with or without refund)
13. Processing and Filing OF SALN
14. Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities
15. Processing for the Disposal of Unserviceable Properties Thru Sale
16. End-User Evaluation of Job Applicants
17. Processing of Issuance of Check (DV) Related to Local and Foreign Travels
18. Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others
19. Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

    a. If there is no violation
    b. If both EIMD Chief SRS and MFO Director have no comments
    c. If either EIMD Chief SRS and MFO Director have no comments
    d. If both EIMD Chief SRS and MFO Director have no comments

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 Postage Stamp & Mailing Services Other Emergency Purchases	1 Working Day	*Admin. Officer IV*, MFO
	1.2 Check and review the attached supporting documents			
	1.3 Approved PCV for Payment			
	1.4 Release of Petty Cash			
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

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Simple Transactions
Type of Transaction:	Government-2-Business
Who may avail:	Clients / All Government Units / All DOE Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Receiving and Outgoing emails/documents	DOE-MFO / Assigned Staff

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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			*Assigned Staff,* Division/Section
	1.8 Send MFO's action taken in the outgoing documents thru MFO's gov. mail			*Admin. Assistant I,* MFO
Total Number of Days				**1 Working Day**

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	*Admin. Officer II,* MFO
Total Number of Days				**2 Working Days**

Collection of Fees and Charges

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. Order of Payment	MFO-Office of the Director

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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 Standard Compliance Certificate Administrative Fines Issuance of Certification Processing Fee Refund of Cash Advances	2 Working Days (Deposit collections to LBP on the following day)	*Admin. Assistant III,* MFO
	1.2 Issue Official Receipt for the Payment Received			*Collecting Officer,* MFO
	1.3 Deposit Collections to Land Bank of the Philippines with duly signed slips and summaries			*Admin. Assistant III,* MFO
Total Number of Days			**2 Working Days**	

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	*Assigned Staff,* Division/Section
	1.4 Request posting of procurement to PhilGEPS by the DOE-BAC, if necessary		4 hours	*BAC Secretariat,* MFO-SBAC
	1.5 Posting of procurement to PhilGEPS by the DOE-BAC		5 Working Days	*BAC Secretariat,* DOE-BAC
	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	*BAC Secretariat,* MFO-SBAC
	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)	*PMD-Central Office/ BAC Secretariat* MFO-SBAC
Total Number of Days			**20 Working Days**	

Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

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. 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

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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	*Admin. Assistant I,* MFO
	1.2 Prepare duly signed Inventory Custodian Slip (ICS) for Semi-Expendable Supplies, if any			*Admin. Assistant I,* MFO
	1.3 Prepare and release stocks per Division and/or Individual			*Admin. Assistant I,* MFO
	1.4 Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand		1 Working Day	*Admin. Assistant I,* MFO
Total Number of Days			**2 Working Days**	

Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Travel Expenses	
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
2. Foreign Travel	
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	
3. Representation, Conference and Meeting Expenses	
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			*Admin. Officer II/ Concerned Employee,* MFO
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report			*Admin. Officer II,* MFO
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents			*Admin. Officer II/ Concerned Employee,* MFO
	1.5 Record Liquidation/submit to COA			*Admin. Officer II,* MFO
Total Number of Days				**3 Working Days**

Processing and Filing of SALN

This applies to transactions done for DOE employees

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. Refer to the list of requirements for filing of SALN	Civil Service Commission Website

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form	None	1 Working Day	*Concerned Employee* *Director / Notarizing lawyer*
2. Submit signed or notarized SALN Form to the respective division/section	2.1 Checks and consolidates SALN Form		1 Working Day	*Assigned Staff,* Division/ Section
	2.2 Submits consolidated SALN Form to the OD			*Assigned Staff,* Division/ Section
3. Consolidation of SALN for MFO (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records SALN submission		1 Working Day	*Admin. Officer II,* MFO
Total Number of Days				**3 Working Days**

Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	Other Government Entities / LGUs / SUCs / Schools

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	

CLIENT STEP	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
DISPOSAL THRU DONATION				
	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	*Admin. Officer IV,* MFO
	If approved, MFO will solicit any willing donee/ recipients of the PPE		3 Working Days	*Admin. Officer IV,* MFO

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	*Admin. Officer IV,* MFO
2. Wait for the approval of the donation	2.1 Prepare Inventory and Inspection Report of Unserviceable Properties (IIRUP) and Return to Store (RTS)		3 hour	*Admin. Officer IV,* MFO
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation		2 hours	*Admin. Officer IV,* MFO
	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	*Admin. Officer IV*, MFO
	5. Prepare memorandum of endorsement to the DOE-Disposal Committee requesting unserviceable properties for disposal		1 Hour	*Admin. Officer IV*, MFO
	6. Secure a signed memorandum from the MFO Director and forward to the mailing in-charge.		1 Hour	*Admin. Officer IV*, MFO
Total Number of Days			**5 Working Days**	

End-User Evaluation of Job Applicants

This applies to transactions done for the recruitment process in the DOE-MFO

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transactions
Type of Transaction:	Government-2-Government / Government-2-Citizen
Who may avail:	External applicants; Internal applicants (DOE employees)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Refer to Guidelines of Application in the DOE website	Downloadable Forms available in the DOE website

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	1. Receive and endorse job applications from HRMD	None	1 Hour	*Records Officer,* MFO
	1. Schedule of interview to job applicants subject to the availability of the MFO End-User Evaluation Committee		2 Hours	*Director,* MFO
	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	*MFO End-User Evaluation Committee*
	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	*Director,* MFO

	7. Transmittal of memorandum for endorsement to HRMD		1 Hour	Admin. Officer II, MFO
Total Number of Days				**7 Working Days**

Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Travel Expenses	
1.1 Prior to Departure	
1.1.1 Approved Travel Order, duly numbered	Concerned Employee
1.2 Upon Completion of Travel	
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 alloted 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

2. Foreign Travel	
2.1 Prior to Departure	
2.1.1 Approved Travel Order, duly numbered	Concerned Employee
2.2 Upon Completion of Travel	
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			*Admin. Officer II,* MFO
	1.4 Approve DV (Box D) as to approval of payment			*Director,* MFO
	1.5 Issue check			*Admin. Officer IV,* MFO
	1.6 Encode and print necessary details on the check			*Admin. Officer II,* MFO
	1.7 Forward check with DV and its supporting documents to the disbursing signatories			*Director/ Admin. Officer IV,* MFO
	1.8 Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			*Admin. Officer II,* MFO
Total Number of Days				**7 Working Days**

Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	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.	
1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses	
1.1 Billing Statement / Statement of Account	Concerned Utility Provider
2. Janitorial / Security and other Service Provider	
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
3. Salaries	
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
4. Setting Up of Petty Cash Fund	
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	
5. Job Order for Repair and Maintenance	
5.1 Duly signed Purchase Order	Concerned Employee
5.2 Inspection and Acceptance Report	
5.3 Approved Purchase Request	
5.4 BAC Resolution	MFO-SBAC Secretariat
6. Representation/ conference/ entertainment and meeting expense	
6.1 Official Receipt, Cash Invoice/ Statement of Account	Concerned Employee
6.2 List of Attendees/guest	
6.3 Minutes of the meeting	
7. Gasoline/ Fuel/ Oil/ Lubricants	
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			*Admin. Officer II,* MFO
	7.5 Indicate and record the DV date, number, particulars and amount in individual index of payment			*Admin. Officer II,* MFO
	7.6 Certify DV (Box C) of as to availabilty of cash, completeness of documents and if amount claimed is proper			*Admin. Officer II,* MFO
	7.7 Approve DV (Box D) as to approval of payment			*Director,* MFO
	7.8 Issue check			*Admin. Officer IV,* MFO
	7.9 Encode and prints necessary details on the check			*Admin. Officer II,* MFO
	7.10 Forward check with DV and its supporting documents to the disbursing signatories			*Admin. Officer IV,* MFO
	7.11 Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			*Admin. Officer II,* MFO
Total Number of Days				**7 Working Days**

Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

Walk-In transaction only.

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Government, Government-2-Citizen, Government-2-Business
Who may avail:	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
	If there are no violations: 2.a. Return the case record to the Inspector to update MFO ITS and for archive			
	If there is a violation: 2.a. Forward to Legal Officer for drafting of administrative decision			

	2.b. Draft the Administrative Decision. 2.c. Forward the Draft Decision to the Division Chief of the EIMD for further comments.		10 Working Days	*Legal Officer*, MFO
	2.d. Further evaluate the draft decision and consult with Legal Officer		1 Working Day	*Chief SRS,* EIMD
	If the EIMD Chief SRS has further comments: 3.a. Make proper amendments to the draft decision 3.b. Forward the Draft Decision to the Director		1 Working day	*Legal Officer*, MFO
	3.c Further evaluate the draft decision and consult with Legal Officer		1 Working Day	*Director,* MFO
	If the EIMD Chief SRS has no further comments: 3.a. Forward the Draft Decision to the Director		1 Working day	*Chief SRS*, EIMD
	3.b. Further evaluate the draft decision and consult with Legal Officer			*Director,* MFO
	If the Director has further comments: 4.a. Make proper amendments to the draft decision		2 Working Days	*Legal Officer*, MFO

	4.b. Print the Administrative Decision			*Legal Assistant, MFO*
	4.c Sign the Administrative Decision			*Director,* MFO
	4.d. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			*Legal Assistant, MFO*
	4.e. Case is included in Record of Cases			*Legal Officer,* MFO
	4.f. Case folder is returned to Inspector to update MFO ITS and for archive			*Legal Officer,* MFO
	If the Director has no further comments:		1 Working Day	
	4.a. Print the Administrative Decision			*Legal Assistant, MFO*
	4.b. Sign the Administrative Decision			*Director,* MFO
	4.c. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			*Legal Assistant, MFO*
	4.d. Case is included in Record of Cases			*Legal Officer,* MFO
	4.e. Case folder is returned to Inspector to update MFO ITS and for archive			*Legal Officer,* MFO

Total Number of Days (If both EIMD Chief SRS and MFO Director have no comments)	**14 Working Days**
Total Number of Days (If either EIMD Chief SRS or MFO Director has no comments)	**15 Working Days**
Total Number of Days (If both EIMD Chief SRS and MFO Director have comments)	**16 Working Days**
Total Number of Days (If both EIMD Chief SRS and MFO Director have no comments)	**14 Working Days**

Prohibited Acts in R.A. 11592 (Fines And

LPG Industry Regulation Act

(AS IMPLEMENTED BY DOE DC2022-11-0037)

Prohibited Acts	1st Offense	2nd Offense	3rd Offense
A. Section 38 (a) - Engaging in activities without the required licenses, permits and certificates under this Act, specifically: 1.) Section 38 (a) (1) - Engaging in an activity without a valid license to operate or registration from the DOE, whichever is applicable	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. Section 38 (b) - Engaging in activities with or as an unauthorized person, specifically: 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. 2) Section 38 (b) (2) - Distributing, or selling LPG cylinders carrying a trademark or trade name without the express approval of the trademark owner. 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.	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	1st Offense	2nd Offense	3rd Offense
C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically: 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. 2) 38 (c) (1) (ii) - Safety practices. 3) 38 (c) (1) (iii) – LPG. 4) 38 (c) (1) (iv) - Measuring devices.	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
C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically: 5) 38 (c) (4) - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable	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	1st Offense	2nd Offense	3rd Offense
C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically: 6) Section 38(c)(6) – Failing to comply with the safety design and requirements, permits, and clearances of motor vehicles transporting LPG in bulk and LPG cylinders and cartridges	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
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: 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	1st Offense	2nd Offense	3rd 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	1st Offense	2nd Offense	3rd Offense
E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically: 1.) Section 38 (e) (1) - Failing to submit periodic reports as may be required pursuant to Section 6 of the Act. 3.) Section 38 (e) (4) - Failing to submit the certification pursuant to Section 34 of the Act. 4.) Section 38 (e) (5) - Failing to comply with other responsibilities in Chapter III of the Act implemented under 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
E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically: 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
F. Section 38 (f) - Engaging in the following: 1.) Section 38 (f) (1) - Destroying, tampering, altering, or modifying LPG pressure vessel through any means such as, but not limited to, changing the LPG cylinder valve, repainting, and relabeling, whichever is applicable: Provided, That this shall not be prohibited if it is done by the trademark owner.	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	1st Offense	2nd Offense	3rd Offense
F. Section 38 (f) - Engaging in the following: 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		
G. Section 39 Underfilling - The following acts undertaken by the following natural or juridical persons shall constitute underfilling of LPG pressure vessels: 1.) Section 39 (a) - The refiller when the net quantity of LPG contained in an LPG pressure vessel sold, transferred, delivered, or filled is less than the LPG pressure vessel content required at the refilling plant. 2.) Section 39 (b) - The dealer or retail outlet when the net quantity of LPG in a pressure vessel sold, transferred, or 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	1st Offense	2nd Offense	3rd Offense
H. Section 40 Illegal Refilling - The following acts shall constitute illegal refilling of LPG pressure vessels: 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. 2.) Section 40 (b) - Filling or refilling of LPG cylinders directly from LPG bulk storage tank trucks. 3.) Section 40 (c) - Unauthorized cross-filling. 4.) Section 40 (d) - Refilling of LPG from one LPG cylinder to another cylinder. 5.) Section 40 (e) - Refilling of LPG cylinders other than in duly licensed LPG refilling plants. 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. 7.) Section 40 (f) (2) - Refilling of LPG cylinders that are non-compliant with the PNS. 8.) Section 40 (f) (3) - Refilling of LPG cylinders that are due for repair, requalification or scrappage, or are subject to a recall or prohibition order of the DOE or DTI. 9.) Section 40 (f) (4) - Refilling of LPG cylinders by auto-LPG dispensing stations. 10.) Section 40 (g) - Unauthorized loading of LPG bulk storage tanks. 11.) Section 40 (h) - Any other filling or refilling of LPG pressure vessels in violations of the requirements and standards under the Act.	Fine of Twenty-five thousand pesos (P25,000.00) for every LPG pressure vessel or seal * Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal* * Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright Suspension of license to operate Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal* * Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright 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

DOEMFO-1/5/23

Department Circular No. 2017-11-0011

FINES AND SANCTIONS

PROMULGATING A REVISED RULES AND REGULATIONS
GOVERNING THE BUSINESS OF RETAILING LIQUID FUELS

RULE VIII
PROHIBITED ACTS, ADMINISTRATIVE FINES AND SANCTIONS

Section 29. *Fines/Sanctions Against Prohibited Acts. In addition to the right and authority of the OIMB or the Field Offices to suspend and revoke the COC as provided in this Circular, the Retail Outlet Official and/or Retail Outlet that commits the prohibited acts shall be imposed the following penalties:*

Prohibited Act	*Penalty*		
	1st Offense	*2nd Offense*	*3rd Offense*
A. ILLEGAL TRADING			
1. Engaging in the Business without a COC, where the Retail Outlet Official and/or RetailOutlet engages in business without securing a COC, or continues to operate the Retail Outlet upon expiration of the COC, or after being directed by the DOE or OIMB or the Field Offices to cease and desist in operating the Retail Outlet.	*P10,000.00 with directive to comply*	*P10,000.00 and Recommend revocation of the permit or license to LGU*	
2. Non-compliance with Section 11 Rule III on Mandatory Standards and Requirements (Fixed and permanent dispensing pump, forecourt facilities, signages and labels, underground storage tank)	*P10,000.00 with directive to comply*	*P10,000.00 and Recommend revocation of the permit or license to LGU*	
3. Non-compliance with Section 12 Rule III on Minimum Facility Requirements for Existing Retail Outlets (Fixed and permanent dispensing pump, deliveries and retailing conducted only within the premises, fuels stored in underground storage tanks)	*P10,000.00 with directive to comply*	*P10,000.00 and Recommend revocation of the permit or license to LGU*	
4. Non-compliance with Section 14 Rule III on Liquid Fuels Storage, Handling, Transfer and/or Dispensing The storage, handling, transfer and/or dispensing of Liquid Fuels shall be subject to the following:	*P10,000.00 with directive to comply.*	*P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU*	
a. Liquid Fuels shall be delivered, received and dispensed at all times only within the business premises of a Retail Outlet;			
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
e. Liquid Fuels shall not be sold in drums, barrels, bottles or "bote- bote", or such similar containers;	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU	
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;			
g. Liquid Fuels shall be sold and dispensed to customers regardless of quantity and amount, directly to the vehicles' fuel tank; and			
h. Liquid Fuels shall be sold consistent with the price indicated in the dispensing pump and the price display board.			
The use of appropriate container may be allowed with the condition that it is only for transporting the Liquid Fuels to their place of use/consumption and not for long term and constant use to store Liquid Fuels. The Liquid Fuels Retail Outlet shall provide appropriate containers given the cited condition.			
In addition, a Retail Outlet or company or any entity/person who supplies Liquid Fuels to any person selling or dispensing such Liquid Fuels through the use of drums, barrels, bottles, or "bote-bote", shall be deemed to be committing Illegal Trading.			
5. Non-compliance with Section 15 Rule IV on Types and Facility Requirements	P10,000.00 with directive to comply	P10,000.00 and Revocation of COC and Recommend revocation of the permit or license to LGU	
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
8. Non-compliance with Section 22 Rule V on posting requirements a. Non-posting of RON, E10 and Bx stickers at the dispensing pump b. Posting of wrong RON c. Posting the terms "unleaded", "lead-free", and other marketing tools to the public d. Posting of updated prices in price display board for each Liquid Fuels e. Posting of conflicting prices in the dispensing pump and in price display board f. Non-posting of consumer safety and informational signs in the business premises	Warning with directive to post within 30 days A penalty of P10,000.00 shall be imposed for failure to comply within the said period	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU

Prohibited Act	Penalty		
	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. ADULTERATION The possession and sale of Liquid Fuels that do not conform with quality standards pursuant to the PNS and Biofuels Law shall be governed and sanctioned by that Act and its Implementing Rules 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	
C. UNDERDELIVERING Quantity of Liquid Fuels delivered by dispensing pumps is less than the actual quantity by more than fifty (50) - milliliters for every ten (10) liters as measured by a calibrating bucket	P10,000.00 per dispensing pump	P10,000.00 per dispensing pump, Revocation of COC and Recommend evocation or suspension of the permit or license to LGU	

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
D. REFUSAL/OBSTRUCTION OF INSPECTION AND SAMPLING, where a Retail Outlet refuses, prevents or obstructs the inspection of its premises, facilities and records, as well as sampling of Liquid Fuels. In addition, failure by the Inspectors from the OIMB or the Field Offices to conduct inspection despite reasonable efforts to secure the consent of the Retail Outlet Official to do so, or the circumstances described in Section 16, shall be deemed as Refusal of Inspection. Such refusal shall likewise constitute prima facie evidence of the commission of the Prohibited Acts of this Circular.	P50,000.00 With the presumption that there is sale of adulterated products.	P100,000.00 with Cease and Desist Order, and with the presumption thatthere is sale of adulterated products	P200,000.00 issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU
E. HOARDING which is committed when, before a price increase or in times of tight supply: 1. Retail Outlet refuses, or fails to sell the Liquid Fuels to the general public even when supply is available, and customer offers to pay in cash; or 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.	P10,000.00	P10,000.00, Revocation of COC and Recommend revocation or suspension ofthe permit or license to LGU	
F. Continuing to operate after an Order or Notice of cessation of operation of business has been issued by the DOE	P10,000.00 per day of operation	P10,000.00 per day of operation, Revocation of COC and recommend revocationor suspensionofthe permit or license to LGU	

DOE HEAD OFFICE

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	▪ Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com.
How feedbacks are processed	▪ Filled-out Customer Feedback Forms are collected, evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable. ▪ Feedback received thru email are evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.
How to file a complaint	▪ Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/ Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE

	Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com
How complaints are processed	▪ For the filled-out Complaint Report Form, the forms are collected, evaluated, and addressed accordingly. The client is informed of the action taken. ▪ For complaints received by the CWPO, these are evaluated and referred to the DOE unit/s and/or attached agency/ies for resolution. The client is informed of the action taken.

SCHEDULE OF FEES AND CHARGES

SCHEDULE OF FEES AND CHARGES
CY 2023

In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012, the following are the new and revised fees and charges to be collected by the Department of Energy effective fifteen (15) days after the posting of the said schedule of fees and charges on the agency's website or on a conspicuous place in the office premises.

		Amount	Remarks
Renewable Energy Management Bureau (REMB)			
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.	DC		
	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
A.	**Biomass Energy Management Division**		
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.	**Geothermal Energy Management Division**		
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
C.	**Solar and Wind Energy Management Division**		
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	
D.	**Hydro and Ocean Energy Management Division**		
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 Dev't. 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
Energy Utilization Management Bureau (EUMB)			
A.	**Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)**		
	(formerly Energy Efficiency and Conservation Division)		
1.	Processing Fee for the Issuance of Certificate for		
	a. Certified Energy Servcie Company (ESCO)	30,000.00	New
	b. Registered Energy Service Company	15,000.00	New
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.	**Energy Efficiency and Conservtion Performance Regulation and Enforcement Division (EPRED)**		
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 Labeling Program (PELP)		
	a. Company Registration	1,600.00	New
	b. Product Registration	P300/product	New
	c. Energy Label issuance	P300/issuance	New
Oil Industry Management Bureau (OIMB)			
A.	**Oil Industry Competition and Monitoring Division (OICMD)**		
1.	Issuance of Certifications to Downstream Oil Industry (DOI) Players	500.00	
2.	Issuance of Acknowledgement 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.	**Oil Industry Standards and Monitoring Division (OISMD)**		
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
C.	**Retail Market and Monitoring and Special Concerns Division (RMMSCD)**		
Liquid Fuels Stakeholders:			
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 Certficate for Hauler (own use at retail level)	1,050.00	New

		Amount	Remarks
Oil Industry Management Bureau (OIMB)			
C.	**Retail Market and Monitoring and Special Concerns Division (RMMSCD)**		
Liquified Petroleum Gas (LPG)			
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		
D.	**Natural Gas Division**		
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)	1,500.00	New
6.	Issuance of Acknowledgment to Supply and Transport Natural Gas (AST-NG)		
Electric Power Industry Management Bureau (EPIMB)			
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	New
		1MW to less than 10MW - P1,000.00	New
		10MW and above - P10,000 or P100/MW whichever is higher	New
3.	Evaluation of Direct Connection Application	7,800.00	New

			Amount	Remarks
Energy Resource Development Bureau (ERDB)				
A.	**Petroleum Resources Development Division (PRDD)**			
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.	**Coal and Nuclear Mineral Resources Development Division**			
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
Administrative Services (AS)				
General Services Division				
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				
Records Management Division (RMD)				
	DOE Issuances			
	a.	Photocpy 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	
Information Technology and Management Services (ITMS)				
A.	**Information and Data Management Division (IDMD)**			
Energy Data Center of the Philippines				
Data Fees				
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 (SEGY filed on CD)	470.00/line-km with navigation data	
	d.	3D Digital Seismic Data (SEGY 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 ofr 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
Information Technology and Management Services (ITMS)				
A.	**Information and Data Management Division (IDMD)**			
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 - Datachrome 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.	**Information Services Division**			
Infographics Section				
A.	Reprographics Services			
	Page Size			
	a.	Letter size (8.5" x 11")		
	b.	Legal size (8.5" x 14")	125.00/sheet	
	Large Format		125.00/sheet	
	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
Financial Services (FS)		
Government Share - Charges/Income collected are based on the provision of the Pertinent Presidential Decrees and/or Service		
Conventional Energy Resources Compliance Division (formerly Compliance Division)		
1. Coal (PD 972)	30% of net proceeds	
2. Petroleum (PD 87)	60% of net proceeds	
Renewable Energy Resources Compliance Division		
1. Geothermal Service Contract (RA 9513)	1.5% of gross income	
2. Solar, Wind, Hydro & Ocean (under RA 9513)	1% of gross income	
Energy Research and Testing Laboratory Services (ERTLS)		
A. Geoscientific Research and Testing Laboratory		
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 (SiO_2)	700.00	
Silver (Ag)	400.00	
Sodium (Na)	400.00	
Specific Conductivity	250.00	
Sulfate (SO_4)	700.00	
Total Dissolved Solids	250.00	
Total Suspended Solids	450.00	
Zinc (Zn)	400.00	
Oil and Gas Section		
Laboratory Services		
3. Oil and Gas		
Automotive LPG		
Copper strip corrosion in LPG	2,850.00	New
Density of LPG	2,250.00	New
Gaugue Vapor Presssure 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
Energy Research and Testing Laboratory Services (ERTLS)			
A.	**Geoscientific Research and Testing Laboratory**		
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 Chromotographic 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 (CO_2) in Gas Condensate	1,400.00	
	Hydrogen sulfide (H_2S) 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		
	CO_2 and H_2S Gases	1,250.00	
	Hydrocarbon Gases (C1-C4)	3,500.00	
	Inorganic Gases Plus Methane (N_2, H_2, Ar, O_2, 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	
	Tetraflouroethane		
	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, pHe	600.00	New
	Aromatics with Oxygenates, % Volume	6,100.00	
	Aromatics, % Volume	4,600.00	

		Amount	Remarks
Energy Research and Testing Laboratory Services (ERTLS)			
A.	**Geoscientific Research and Testing Laboratory**		
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 Phosporous, 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, mm2/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	
Geological Section			
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
Energy Research and Testing Laboratory Services (ERTLS)			
A.	**Geoscientific Research and Testing Laboratory**		
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 Indentification	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			
	Biostratigaphic 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.	**Lighting and Appliance Testing Division**		
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
	Goniophotmetry (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
Energy Research and Testing Laboratory Services (ERTLS)		
B. Lighting and Appliance Testing Division		
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 t 4 1/2 Digits Res	3,250.00	
Calibration per Additional Point	200.00	
Calibration of AC/DC Voltmeteres	1,950.00	
Calibration per Additional Point	390.00	
Calibration of AC/DC Ammeteres	2,100.00	
Calibration per Additional Point	420.00	
Calibration of Ohmmeter	1,950.00	
Calibration per Additional Point	390.00	
Calibration of Resistors	1,350.00	
Calibration per Additional Point	300.00	
Calibration of Clamp Meter	2,050.00	
Calibration per Additional Point	410.00	

APPROVED BY:

RAPHAEL P.M. LOTILLA
Secretary

JAN 19 2023