



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2019-07-0018 <sup>N</sup>

**PRESCRIBING THE GUIDELINES TO STREAMLINE THE PROCESS FOR THE  
AWARD AND ADMINISTRATION OF SERVICE OR OPERATING CONTRACT  
AND ISSUANCE OF PERMIT, ENDORSEMENT OR CERTIFICATION FOR  
ENERGY PROJECTS**

**WHEREAS**, Republic Act No. 7638, as amended, otherwise known as “The Department of Energy (DOE) Act of 1992” mandates the Department of Energy (DOE) 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, among others,

**WHEREAS**, Republic Act No. 7638 further mandates the DOE to regulate private sector activities as provided under existing laws: Provided, that the Department shall endeavor to provide for an environment conducive to free and active private sector participation and investment in all energy activities.

**WHEREAS**, Department Order No. DO2018-03-0003 created the Centralized Review and Evaluation Committee (C-REC) to integrate and coordinate with all bureaus concerned relative to energy exploration, development, utilization, distribution and conservation, among others.

**WHEREAS**, Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” declares the policy of the State to promote integrity, accountability, proper management of public affairs and public property to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Towards this end, the State shall maintain honesty and responsibility among appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government.

**WHEREAS**, Republic Act No. 11032 further directs all offices and agencies that provide government services to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same, if deemed necessary, to reduce bureaucratic red tape and processing time.

**WHEREAS**, Republic Act No. 11234 otherwise known as the "Energy Virtual One-Stop Shop (EVOSS) Act" establishes the Energy Virtual One-Stop Shop (EVOSS) for the purpose of streamlining the permitting process of power generation, transmission and distribution projects.

**WHEREAS**, Republic Act No. 11234 further stipulates that the mother agencies shall ensure that all actions on applications before it and its attached bureaus, offices and agencies, at both the national and local levels, shall all be released within the time frame. The DOE and its bureaus, offices and attached agencies, at both the national and local levels and GOCCs have a time frame of sixty (60) calendar days for all applications required by an energy project.

**WHEREAS**, in order to ensure accountability among the concerned DOE bureaus and support services/units and their respective Supervising Assistant Secretaries and Undersecretaries and, in compliance with RA No. 11032 and RA No.11234, the processes and procedures of DOE shall be further streamlined.

**NOW, THEREFORE**, in the exigency of the services, and in consideration of the above premises, the DOE hereby issues the following guidelines to streamline the process for the award and administration of service or operating contract and issuance of permit, endorsement or certification for energy projects:

**Section 1. Coverage.** This Department Order shall govern the following:

- a. Renewable Energy Service or Operating Contracts;
- b. Petroleum Service Contracts (PSCs) and Coal Operating Contracts (COCs);
- c. Downstream Natural Gas Permits (Notice to Proceed; Permits to Construct, Expand, Rehabilitate, Modify and Permit to Operate and Maintain); and
- d. Endorsements, Certifications or Letters issued by Bureaus requiring the signature of the DOE Secretary.

**Section 2. Support Units.** The following Services shall provide support services and assistance to the concerned bureaus in their evaluation of application and request pertaining to an energy service or operating contract, permit, endorsement or certification:

- a. Legal Services;
- b. Financial Services;
- c. Information Technology Management Services; and
- d. Administrative Services.

The Support Services shall ensure the timely submission of the required evaluation reports and shall further ensure that the evaluations conducted are correct, based on authentic records submitted and in accordance with existing rules and regulations.

**Section 3. General Guidelines.**

- a. All applications pertaining to an award and administration of an energy service or operating contract and issuance of a permit, endorsement or



certification shall be received by the Records Management Division (RMD), under the Administrative Services, and immediately forwarded to the concerned Bureau Director.

- b. The concerned Bureau Director shall evaluate and submit its recommendation concurred by its Supervising Assistant Secretary and Undersecretary, prior to submission to the Secretary. (Annex 1).
- c. The concerned Bureau/Services Director shall issue their respective procedures and process flow with the corresponding timelines for the award and administration of an energy service or operating contract and issuance of a permit, endorsement or certification within ten (10) days from the issuance of this Department Order.
- d. The guidelines shall ensure the timely, transparent and streamlined process for evaluation of all applications in compliance with RA No. 11032 and RA No. 11234, and their respective rules and regulations.
- e. However, for Petroleum Service Contracts and Coal Operating Contracts, and relevant certifications or endorsements shall continue to be evaluated and acted upon by the C-REC until the awarding of PSCs for the 14 Pre-Determined Areas (PDAs) launched on 14 August 2018 (the 1<sup>st</sup> PDA round).

**Section 4. Specific Guidelines.** The following are the detailed guidelines:

**a. Receipt of Application**

1. All applications pertaining to the award and administration of an energy service and operating contract, permit, certification or endorsement for energy projects (paper and electronic copies) should be submitted to the Records Management Division (RMD). The exact number of copies shall be indicated in the respective procedures of the concerned bureaus/services.
2. RMD Chief attaches an RFID tag to the application, creates a record, uploads a copy of the application and releases in the Energy Application Monitoring System (EAMS). RMD immediately forwards the application to the concerned Bureau Director.

**b. Review and Evaluation**

1. The concerned Bureau Director receives and releases the application in the EAMS and forwards to the relevant bureaus/services/division involved in their respective evaluation process.
2. The relevant Bureau/Service Director or Division Chief receives the application in the EAMS, reviews and evaluates the application in accordance with their respective evaluation process.

3. After the completion of the evaluation, the relevant Bureau/Service Director or Division Chief uploads the evaluation report, releases in the EAMS and forwards to the concerned Bureau Director.
4. The concerned Bureau Director receives the evaluation reports in the EAMS, consolidates all the evaluation reports submitted by the various Bureaus/Services/Division, uploads a copy of the consolidated evaluation report with the recommendation and releases in the EAMS; and submits the report, together with the pertinent documents, to the Supervising Assistant Secretary.
5. The Supervising Assistant Secretary receives the consolidated evaluation report with recommendation in the EAMS and reviews the consolidated evaluation report. After completion of the review process, the Supervising Assistant Secretary endorses the consolidated evaluation report with recommendation and pertinent documents, releases in the EAMS and forwards to the Supervising Undersecretary.
6. The Supervising Undersecretary receives the consolidated evaluation report with recommendation in the EAMS, reviews and acts on the consolidated evaluation report. After completion of the review process, the Supervising Undersecretary endorses the consolidated evaluation report with recommendation and pertinent documents, releases in the EAMS, and forwards to the Office of the Secretary.

**c. Approval/Signature**

1. The Office of the Secretary receives the consolidated evaluation report with recommendation and pertinent documents in the EAMS and the Secretary acts on the application for the award and administration of service or operating contract or issuance of permit, endorsement or certification for energy projects.
2. If approved and/or signed by the Secretary, the application is released in the EAMS and forwarded to the concerned Bureau Director for the preparation of the necessary document.
3. If disapproved, the application is released in the EAMS and returned to the Supervising Undersecretary and forwarded to the concerned Bureau Director for appropriate action.
4. If signed by the Secretary, the application is released in the EAMS and forwarded to the concerned Bureau Director.
5. The concerned Bureau Director receives and releases the approved/signed application in the EAMS and issues the approved application, permit, endorsement or certification to the applicant.



**d. Award**

1. The concerned Bureau Director prepares the Service or Operating Contract and coordinates with the applicant for the signing of the contract.
2. The concerned Bureau Director releases in the EAMS and forwards the Service or Operating Contract signed by the applicant to the Legal Services Director for concurrence.
3. The Legal Services Director receives in the EAMS, reviews the contract, releases in the EAMS and forwards to the Supervising Assistant Secretary.
4. The Supervising Assistant Secretary receives the Service or Operating Contract signed by the applicant with legal concurrence in the EAMS, reviews the contract, releases in the EAMS and endorses to the Supervising Undersecretary.
5. The Supervising Undersecretary receives the Service or Operating Contract signed by the applicant with the legal concurrence in the EAMS and acts on the Service or Operating Contract, releases in the EAMS and endorses to the Secretary.
6. The Office of the Secretary receives the Service or Operating Contract signed by the applicant with the legal concurrence in the EAMS. Secretary acts on the endorsed Service or Operating Contract.
7. The Office of the Secretary releases in the EAMS and forwards the signed Service or Operating Contract to the concerned Bureau Director.
8. The concerned Bureau Director receives signed Service or Operating Contract in the EAMS, releases the signed and notarized Service or Operating Contract to the proponent in the EAMS. The concerned Bureau Director provides the RMD Chief a notarized copy of the Service or Operating Contract and application documents.

**e. Administration**

1. The amendment, assignment, conversion process of Service or Operating Contract shall follow the same process with the application procedure.
2. The termination of the Service or Operating Contract shall emanate upon the recommendation of the concerned bureaus based on the conditions stipulated in the Service or Operating Contract and will follow the same process with the application procedure.

**Section 5. Repealing Clause**

This Department Order repeals DO2018-03-0003.

All Department Circulars, Orders, issuances which are inconsistent with any part/s of this Department Order are hereby amended or repealed accordingly.

**Section 6. Separability Clause**

If for any valid reason, any provision or section of this Department Order is declared unconstitutional or invalid, such part/s or provisions not affected thereby shall remain in full force and effect.

**Section 7. Effectivity**

This Order shall take effect immediately upon approval and shall remain in full force and effect until revoked by the undersigned and/or competent authority.

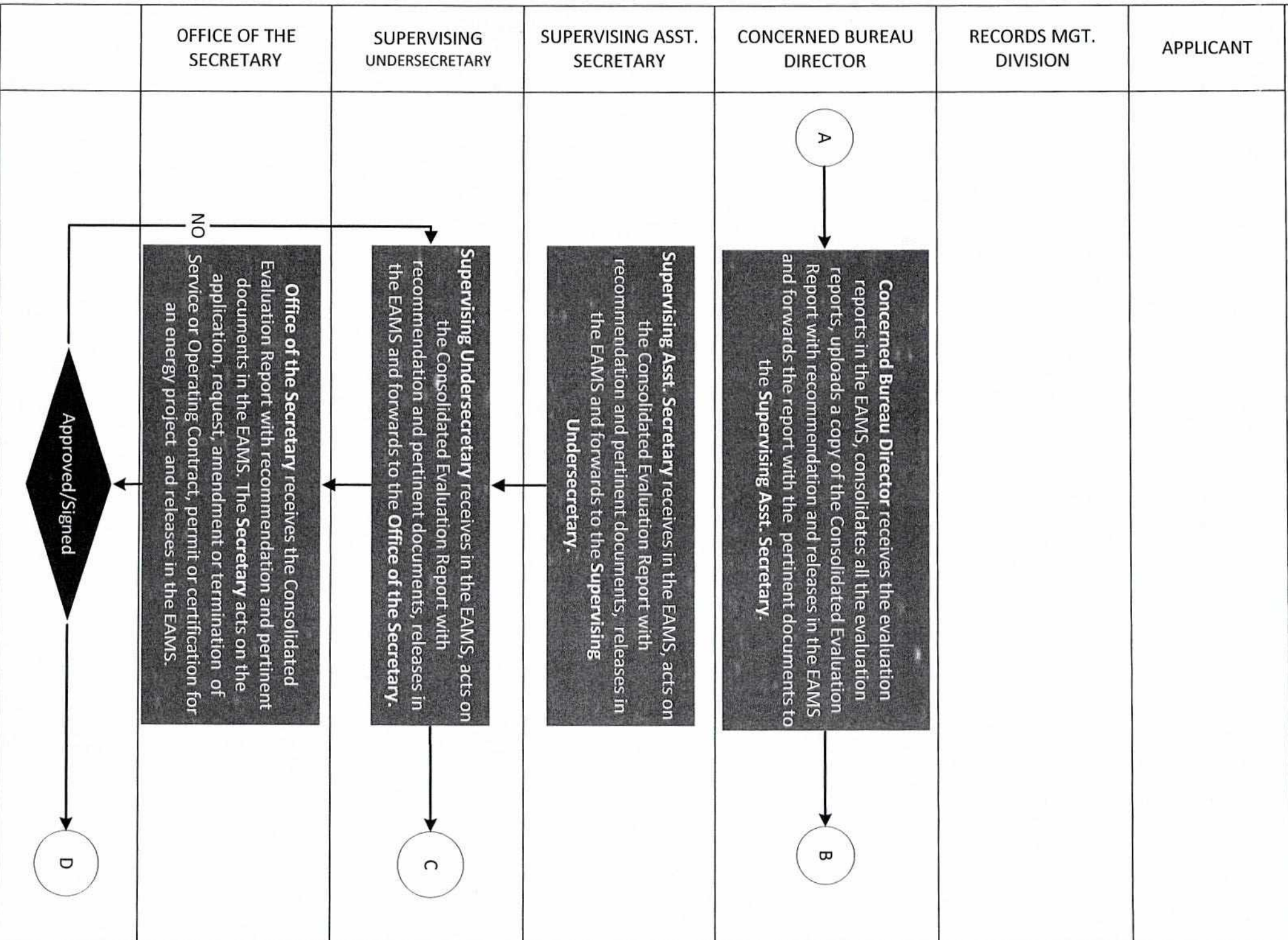
  
**ALFONSO G. CUSI**  
Secretary



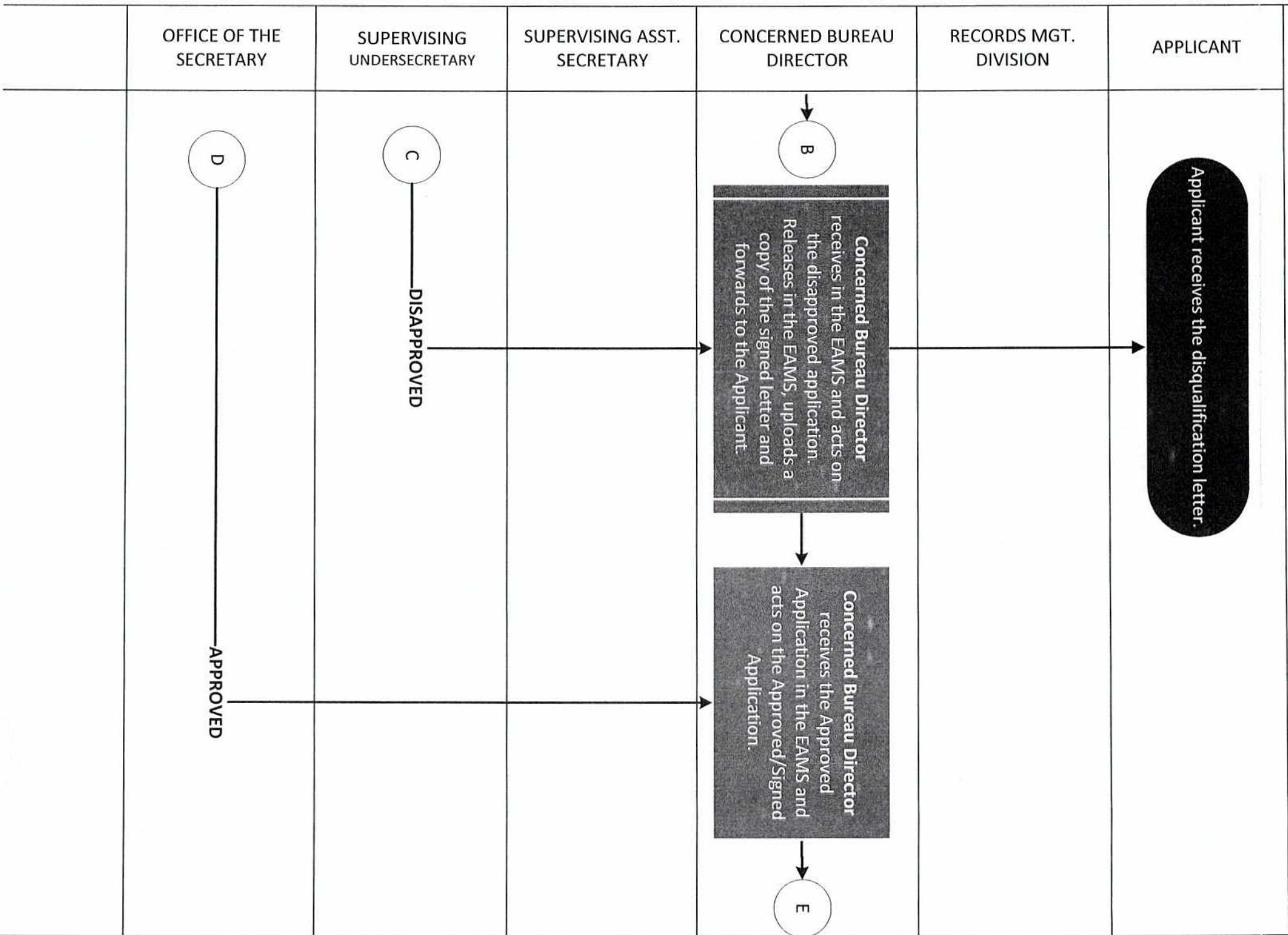
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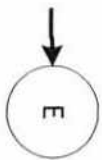
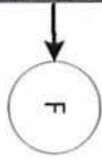


<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPLICANT</p>	<p style="text-align: center;">Applicant submits the Application or Request to the <b>Records Management Division (RMD)</b>.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">RECORDS MGT. DIVISION</p>	<p style="text-align: center;"><b>RMD Chief</b> attaches an RFID tag to the Application or Request, creates a record, uploads a copy of the Application or Request and releases in the Energy Application Monitoring System (EAMS). <b>RMD Chief</b> forwards immediately the Application or Request to the <b>Concerned Bureau Director</b>.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CONCERNED BUREAU DIRECTOR</p>	<p style="text-align: center;"><b>Concerned Bureau Director</b> receives and releases the Application or Request in the EAMS and forwards to the relevant <b>Bureau Directors</b> involved in the evaluation process.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> <p>Evaluation Process of each bureau according to the type of Application or Request. <b>Relevant Bureau/Service Directors/ Division Chief</b> forwards the Evaluation Reports to the <b>Concerned Bureau Director</b>.</p> </div> <div style="text-align: right; margin-right: 20px;"> <p style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">A</p> </div>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SUPERVISING ASST. SECRETARY</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SUPERVISING UNDERSECRETARY</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">OFFICE OF THE SECRETARY</p>	









APPLICANT	RECORDS MGT. DIVISION	CONCERNED BUREAU DIRECTOR	SUPERVISING ASST. SECRETARY	SUPERVISING UNDERSECRETARY	OFFICE OF THE SECRETARY
<p style="text-align: center;"><b>Applicant receives the signed Permit, Certification or Endorsement.</b></p>		<p style="text-align: center;">   <b>Concerned Bureau Director releases the signed Permit, Certification or Endorsement.</b>  <b>Concerned Bureau Director prepares the Service or Operating Contract, coordinates with the Applicant for the signing of the contract, secures the concurrence from Legal Services and forwards to the Asst. Secretary.</b>   </p>	<p style="text-align: center;"><b>Supervising Asst. Secretary receives in the EAMS, acts on the Service or Operating Contract signed by the Applicant and releases in the EAMS and forwards to the Supervising Undersecretary.</b></p>	<p style="text-align: center;"><b>Supervising Undersecretary receives in the EAMS, acts on the Service or Operating Contract signed by the Applicant and releases in the EAMS and endorses to the Secretary and releases in the EAMS.</b>  </p>	<p style="text-align: center;"><b>Office of the Secretary receives in the EAMS, the Secretary acts on the Service or Operating Contract signed by the Applicant.</b></p>
<p style="text-align: left;">NO</p>					
<p style="text-align: center;"><b>Secretary Signs</b></p>					
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