

Department of Energy

Citizen's Charter Handbook

(Dalla





DEPARTMENT OF ENERGY

CITIZEN'S CHARTER

2021 (2nd Edition)

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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. Vision:

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. Mission:

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.

IV. Performance Pledge:

We, at the Department of Energy, commit to:

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

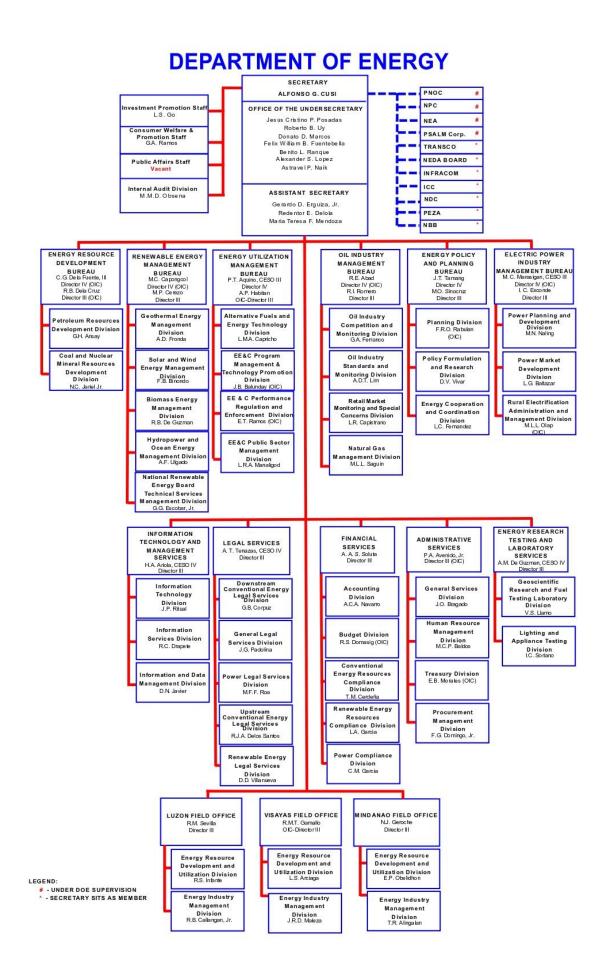


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ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB)



SUMMARY

Energy Resource Development Bureau (ERDB)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION		
	EXT	ERNAL SERVICES	•		
Pe	Petroleum Resources Development Division (PRDD)				
1. Issuance of Letter of Confirmation for Posting of Performance Bond		3 Working Days	Simple		
2.	Issuance of Gratuitous Permit	20 Working Days	Highly Technical		
3.	Issuance of Tax-Exemption Certificate (TEC) under PD 87	20 Working Days	Highly Technical		
4.	Issuance of Acknowledgment of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications	20 Working Days (per subcontract)	Highly Technical		
5.	Conduct of Oil and Gas Seep Investigation	20 Working Days	Highly Technical		
6.	Issuance of Endorsement to the Office of the President of the Award of Petroleum Service Contract under the Philippine Conventional Energy Contracting Program (PCECP)	33 Working Days (Excluding time at The Office of the President)	Highly Technical		
Co	oal and Nuclear Minerals Di	vision (CNMD)			
1.	Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit	7 Working Days	Complex		
2.	Issuance of Tax-Exemption Certificate (TEC) under PD 972	20 Working Days	Highly Technical		
3.	Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent	20 Working Days	Highly Technical		
4.	Issuance of Small-Scale Coal Mining Permit (SSCMP)- Supervised by Coal Operating Contract (COC) Holders	20 Working Days	Highly Technical		

5.	Issuance of Letter of Approval for Publication of Nominated Area of Interest under the Philippine Conventional Energy Contracting Program (PCECP) for Coal	20 Working Days	Highly Technical
6.	Issuance of Coal Export Clearance (CEC)	20 Working Days	Highly Technical
7.	Issuance of Certificate of Compliance for Coal Importation (CoC-CI)	20 Working Days	Highly Technical
8.	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
9.	Issuance of Certificate of Coal Trader Accreditation (CTA)	20 Working Days	Highly Technical
10.	Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical
11.	Issuance of Certificate of Coal End-User Registration (CEUR)	20 Working Days	Highly Technical
12.	Issuance of Confirmation Letter of Registered Coal Subcontract	20 Working Days	Highly Technical



Energy Resource Development Bureau (Petroleum Resources Development Division)

External Services



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-Busine	ess		
Who May Avail:	Petroleum Service Co	ontract Operato	ors	
CHECKLIST OF R	EQUIREMENTS	N	HERE TO SEC	URE
1. Application Letter addre Undersecretary	essed to the		Client	
2. Performance Bond			nsurance Compar	nies
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

Total Number of Days	Contractors	3 Working Days	
	1.6 Send an official reply to Service		Records Officer, RMD
	Contractors		-
	Service		
	Petroleum		
	performance bond of all		PRDD
	posted	1 Working Day	SRS II,
	database of	1 Working Day	
	1.5 Maintain the		
	bond		
	performance		
	the posting of		ERDB
	disapproval of		Director,
	approval/		
	bond 1.4 Sign the		
	performance		
	posting of		
	disapproving the		
	approving /		
	Contractor		
	Service		
	Prepare letter for		
	1.3.2		
	commitment/s		
	fulfillment of work		
	performance bond for the		
	for the posting of		
	Evaluate Basis		
	1.3.1		



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

Office or Division:	Petroleum Resources Development Division (PRDD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Bus	iness			
Who May Avail:	Existing Petroleum	Service Contractors			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application Letter addre Director	essed to ERDB	Client			
2. Application form duly si representative, notarize Notary Public (4 copies	ed and sealed by	ERDB Annexes to DOE DC2018-03-006			
3. TEC application number payment, official receip		PRDD-ERDB, Treasury Division			
9.1.2 Photoc Qualific 9.2 For Disposal, Do Transfer 9.2.1 List of I	voice, use's, e ls, rigs, and vaived ements as per ts: of Items opy of TEC cation	Client			
9.2.2 DOE A	•				
9.2.3 Photoc Qualific	opy of TEC ation				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of complete set of application requirements for issuance of Order of Payment 	1.1 TEC Numbering & Issuance of Order of Payment			SRS II / Senior SRS, PRDD
2. Payment of Processing Fee		Processing Fee- Php 750.00 / application or based on the DOE Schedule of Fees and Charges	None	Collection Officer, Treasury Division
3. Official submission of TEC application	3.1 Receiving of complete set 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 Clearance from PRDD to ERDB 3.3.2 Prepare Endorsement Memorandum for Clearance from ERDB to OUSEC / OSEC Note: If technical requirements		1 Working Day	Sr. SRS/SRS II, PRDD

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 Contractor indicating the reason for disapproval	7 Working Days	Supervising Undersecretary / Office of the Secretary
3.8 Signing of TEC & Transmittal to the Records Section for Releasing	1 Working Day	Director, ERDB
3.9 Authentication (DOE Dry Seal)	1 Working Day	Division Chief, Records

for Re Pick Clien Reter	
Total Number of Days	20 Working Days



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

Processing of Petroleum Subcontract Registration as per PD 87 and DC2014-08-0013 amending OEA Circular No. 80-01-02

Office or Division:	Petroleum Resou	irces Develop	oment Division (F	PRDD)	
Classification:	Highly Technical	Highly Technical Transaction			
Type of Transaction	Government-2-B	usiness			
Who May Avail:	Existing Petroleu	m Service Co	ontractors		
CHECKLIST OF R	EQUIREMENTS	,	WHERE TO SEC	CURE	
1. Request Letter addr Director	essed to ERDB		Client		
2. Annex of Subcontra	cts		DOE Prescribed F	Format	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
subcontracts	 1.1 Official receiving of documents 1.2 Transmit the application to ERDB 		1 Working Day	Records Officer, RMD	
	1.3 Office of the Director – Energy Resource Development Bureau (OD- ERDB) to endorse the request to the Petroleum Resources Development Division (PRDD)	None	1 Working Day	Director, ERDB	
	1.4 Technical Evaluation		8 Working Days	PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II	

1.4.1Evaluatesubcontracts inaccordance tothe submittedWork Programand Budget forthe CalendarYear forPetroleum-Operationsrelatedsubcontractsand/oradministrativesubcontractsand/oradministrativesubcontractsnote:If submission isincomplete, aDeficiencyNotice is issuedto thecontractor.Those that havpassed will bereferred to theLegal Servicesfor furtherevaluation.	d 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 legalit of the subcontracts for registration (i.e compliance to DOE DC2014- 08-0013)	y r	8 Working Days	Director, Legal Services
1.5.1 If submission did not meet th deadline, the submission will be penalized. Failure to pay within 60 days from receipt of		1 Working Day (if necessary)	ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS II

		:	(i.e. if 3 subconti submitted in an a working days to	application, 60
Total Number of Da	ays		20 Working Day subcontract	/s per
	1.8 Registered Subcontract ready for release to the Client		1 Working Day	PRDD Administrative Clerk
	1.7 Recording and filing of Subcontract Registration	None	1 Working Day	Senior SRS, PRDD
	1.6 Issue the Confirmation of Subcontract Registration			Director, ERDB
	Payment 1.5.3 Payment of penalty (The Official Receipt for the payment of penalty must be submitted to PRDD to resume registration of penalized subcontracts.)	Php 10,000.00 per late submitted subcontract (DOE DC2014-08- 0013)	(if necessary) 30 minutes (if necessary)	Clerk Collection Officer, Treasury Division
	penalty notice will result in disallowance for cost –recovery. 1.5.2 Issue Order of		30 minutes	PRDD Administrative



Conduct of Oil and Gas Seep Investigation

Office or Division:		Petroleum Resources Development Division (PRDD)			
Classification:		Highly Technical Transaction			
Type of Transactio	n:	Government-2-Business / Government-2-Citizen			en
Who May Avail:		Any Individual / L	GUs / Compa	anies	
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SEC	CURE
 Full name and con number, address/e Location (Municipa landmarks) where Description or pictu 	mail) c Ility, Ba the see	of applicant; arangay or Sitio, ep/s occur/s; and	Client		
CLIENT STEPS		ENCY ACTIONS	FEES TO BE PAIDPROCESSING PROCESSING TIMEPERSON RESPONSI		
1. Submission of Request Letter and Requirements	l l	Receive request at Records Management Division (RMD)		1 Working Day	Records Officer, RMD
	1.2 1	Transmit to ERDB- DD None		1 Working Day	Records Officer, RMD
	1.3 Review and Endorse for Field Investigation and Sampling			3 Working Days	Director, ERDB
		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/av ailability of applicant onsite; b. Accessibility of area; c. Safety; and/or d. Recommendati on from DOE Field Office If any one of these considerations is not met, PRDD will officially notify the Client that further Investigation and 	None	Depending on availability and response of the Applicant	PRDD / DOE Field Office
3. Accompany DOE personnel during conduct of investigation and sampling	sampling could not be conducted. 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 Da	ays		20 Working Day	/s



Issuance of Endorsement to the Office of the President of the Award of Petroleum Service Contract 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-Busine	ess		
Who May Avail:	Petroleum Service Co Exploration	ontractors / Cor	npanies Engage	in Petroleum
CHECKLIST OF F	REQUIREMENTS	N	HERE TO SEC	URE
1. Application Letter add Undersecretary	ressed to the		Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Requirements and Payment of Application Fee / Challenge Fee 	 1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment 	Application Fee – Php 200,000.00 Challenge Fee – Php 1,000,000.00	15 minutes	Records Offices, RMD Treasury Division
	1.2 Opening of Proposals and Checking for Completeness of Applications by Technical Working Group (TWG): <i>Note:</i> <i>This happens on</i> <i>a set date as</i> <i>dictated by the</i> <i>published</i> <i>PCECP timeline,</i> <i>and not</i> <i>immediately after</i> <i>submission.</i>	None	1 Working Day	Supervising Undersecretary / Supervising Assistant Secretary TWG: -Energy Resource Development Bureau (ERDB) -Financial Services (FS) -Legal Services (LS)

	 1.3 Substantive Thorough Legal, Technical and Financial Evaluation of applications, in- house review and endorsement to Undersecretary / Assistant Secretary 		15 Working Days	TWG
	1.4 Preparation of endorsement of Undersecretary to the Secretary for award of contract to the winning applicants		5 Working Days	Office of the Undersecretary
	1.5 Review of Recommendation & Endorsement of the Secretary to the Office of the President for approval	None	5 Working Days	Office of the Secretary (OSEC)
	1.6 If approved, issuance of Notice for Contract Signing to the Energy Secretary			Office of the President (OP)
	1.7 Notify winning applicant of the Notice for Contract Signing and Payment of Processing Fee		1 Working Day	Office of the Secretary (OSEC)
2. Payment of Processing Fee	2.1 Processing of payment of processing fee	Php 0.48 / hectare	1 Working Day	Collection Officer, Treasury Division

3 Signing of Petroleum Service Contract	3.1 Preparation of Petroleum Service Contract (PSC), Signing, Notarization, Transmittal, Recording and Release of Service Contract	None	5 Working Days	Applicant, Office of the President (OP), Records Management Division (RMD)
Total Number of Days			3 Working Day ne at the Office of	s of the President)



Energy Resource Development Bureau (Coal and Nuclear Minerals Division)

External Services



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

Office or Division	Coal and Nuclear M	Ainerals Division (CNMD)	
Classification	Complex Transacti	on	
Type of Transaction	PermitGovernment-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 RE	QUIREMENTS	WHERE TO SECURE	
A. For Safety Engineer			
1. Filled-out ERDB For ERDB-QF-001		CNMD Office / DOE Website	
2. Originally Signed F	Resume		
3. Certificate/s of Tra Safety and Health Operations	ining in General		
4. Two (2) 2"x2" ID p	hoto		
5. Certified True Cop			
6. Original Copy of va	alid Police	Client	
Clearance			
7. Letter Addressed to the ERDB			
Director recommending/endorsing			
the applicant signe			
company's Resident Manager of COC or SSCMP holder			
8. Copy of Official Re			
	•	DOE-Treasury Division or bank	
deposit slip for the payment of application and permit fees		Application Fee Php 550.00	
B. For Safety Inspecto			
1. Filled-out ERDB F ERDB-QF-001		CNMD Office/DOE Website	
2. Originally Signed F	Resume		
3. Two (2) 2"x2" ID p			
4. Original Copy of va			
Clearance			
5. Letter Addressed t		Client	
Director recommending/endorsing the applicant signed by the		Chefit	
company's Reside COC or SSCMP h			

6. Any of the fol	lowina:			
	rue Copy of Diploma for			
	gineering Course			
	b. Certified True Copy of Diploma for			
any Engineering, Geology,				
Metallurgy, or Chemistry course,				
and Certif				
-	ent/Employment Record			
	t least one (1) year			
•	e in Safety Work			
	rue Copy of School			
Records if	Undergraduate in any			
Engineerir	ng, Geology, Metallurgy,			
or Chemis	try course, and			
Certificate	of			
Employme	ent/Employment Record			
Showing a	at least three (3) years of			
	e in Safety Work			
	rue Copy of High			
	oloma, and Certificate of			
	ent/Employment Record			
•	t least five (5) years of			
-	e in Safety Work			
	rue Copy of High			
	anscript of Records and			
Certificate				
	ent/Employment Record			
•	t least ten (10) years of e in Safety Work			
	ial Receipt or validated			
	or the payment of	DOE-Treasury Division or bank		
		Application Fee Php 550.00		
application and permit fees		FEES TO PROCESSING PERSON		PERSON
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submission of	1.1 RMD receives the			
Complete	complete documents			
Documents with	with Official			Records Officer,
Official Receipt / Proof of	Receipt/Proof of Payment			RMD
Payment	Fayineni			
- aymone	1.2 RMD transmits the			
	received documents			
	to the Energy		1 Working Day	Records Officer,
	Resource			RMD
	Development Bureau			
	(ERDB)			

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



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

Office or Division	Coal and Nuclear Miner	Coal and Nuclear Minerals Division (CNMD)		
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contrac	t (COC) Ho	lders	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE
1. Original Transmittal I Authorized Company	•		Client	
	applicable DOE TEC company representative caled by a Notary Public		DOE - CNMI	D
3. Company purchase of documents	order and shipping		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		
 Copy of Official Receipt or validated deposit slip for the payment of application and permit fees 		Ар	E-Treasury Division Fee Phy	o 750.00
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with1.1	RMD receives the complete documents with		1 Working Day	Records Officer RMD

Official Receipt /	Official Receipt/Proof of		
Proof of Payment	Payment		
	1.2 RMD transmits the		
	received documents to		
	the Energy Resource	1 Working Day	Records Officer
	Development Bureau	r Working Bay	RMD
	(ERDB)		
	1.3 ERDB receives the		
	documents and transmits		Admin. Staff
	to the Coal and Nuclear	1 Working Day	ERDB
	Minerals Division (CNMD)		LINDD
	1.4 CNMD receives the		Sr. SRS/SRS II
	documents and conducts		CNMD
	a Technical Evaluation of		TAC
	the submitted application		<i>TAS</i> FS-CERCD
		2 Marking Dave	(For
		3 Working Days	sale/disposal)
	1.4.1		
	If technical requirement is		Sr. SRS/SRS II
	not satisfied, CNMD		CNMD
	rejects the application with		
	a letter signed by the		
-	ERDB Director		
	1.4.2		
	If technical requirement is		
	satisfied, CNMD prepares		
	the signed Certificate of		Chief SRS
	Qualification and	1 Working Day	CNMD
	Endorsement		•••••
	Memorandum for		
	Clearance of TEC and		
	endorse to ERDB		
	1.5 ERDB Director reviews		
	the Certificate of		
	Qualification and		Director
	Endorsement		ERDB
	Memorandum for		
	Clearance of TEC		
	1.5.1		
	If disapproved, CNMD	2 Working Days	Sr. SRS/SRS II
	rejects the application with		CNMD
	a letter signed by ERDB		
	Director		
	1.5.2		
	If approved, ERDB		Director
	endorses the application		ERDB
	to the Legal Services (LS)		

Total Number of Da			20 Working Day	S
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
	If a DOE sticker must be pasted, CNMD notifies the applicant and issues a Payment Order for the DOE Sticker		Day	CNMD
	1.8.1 CNMD records the Approved TEC and transmits to RMD.		0.5 Working	Admin. Staff
	1.8 ERDB Director signs the TEC and transmits to the CNMD		1 Working Day	Director ERDB
	1.7.2 If approved, Usec./Sec. endorses the approved TEC to ERDB			Staff Office of Undersecretary / Secretary
	1.7.1 If disapproved, CNMD rejects application with a letter signed by ERDB Director		7 Working Days	Sr. SRS/SRS II CNMD
	1.7 Undersecretary or Secretary reviews the endorsed application			Undersecretary / Secretary DOE
	1.6.2 If Legal Requirements are satisfied, LS endorses application to the Undersecretary / Secretary			Attorney V Legal Services
	1.6.1 If Legal Requirements are not satisfied, CNMD rejects the application with a letter signed by ERDB Director		2 Working Days	Sr. SRS/SRS II CNMD
	1.6 LS conducts a Legal Evaluation on the endorsed application			<i>Attorney IV</i> Legal Services



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 individu	als	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Submit Three (3) sets		WHERE TO SECORE	
1. Application Letter ad			
Director and signed			
any Authorized Repr			
2. Filled-out Application			
3. Survey Plan (1 mylar			
signed and sealed by	/ Geodetic		
Engineer			
4. Technical Description			
5. Lot Data Computatio			
6. Certification of Resid			
6.1 Barangay Captai 6.2 Municipal/City Ma			
7. Work Program (signe			
Mining Engineer):	ca and scaled by		
7.1 Computation of C	oal Reserves	Client	
7.2 Mining Method to			
7.3 Projection of Dai			
Production Rates			
7.4 Table of Organiz			
7.5 List of Mining Eq	-		
7.6 Geological Map	of Area Applied,		
Scale 1:1000			
7.7 Detailed Mine Pla			
7.8 Production Cost			
7.9 Minimum Accept	able Market Price		
per metric ton 8. Proof of Working Capital (i.e., Certificate of Bank Deposit)			
9. Copy of Official Rece			
deposit slip for the pa	•	DOE-Treasury Division or bank	
application and perm	5	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		1 Working Day	<i>Records Officer,</i> RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer,</i> RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff,</i> ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		12 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			<i>Bureau Director,</i> 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	<i>Bureau Director,</i> ERDB
	1.6.1 If disapproved, CNMD rejects the application with a			Bureau Director, ERDB

letter signed by the ERDB Director		
1.6.2 If approved, ERDB records and transmits the approved SSCMP to CNMD		<i>Admin. Staff,</i> ERDB
1.7 CNMD records and transmits the approved SSCMP to RMD	1 Working Day	<i>Admin. Staff,</i> CNMD
1.8 RMD Records and releases the approved SSCMP thru mail	1 Working Day	<i>Records Officer,</i> RMD
Total Number of Days	20 Working Days	6



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

Offic	ce or Division	Coal and Nuclear Mir	al and Nuclear Minerals Division (CNMD)		
Clas	sification	Highly Technical Trar	Technical Transaction		
Туре	e of Transaction	Government-2-Citize	zen		
Who	o May Avail	Interested individuals			
	CHECKLIST OF RE				
S	ubmit Three (3) sets		WHERE TO SECURE		
1. 2. 3. 4. 5. 6. 7.	Application Letter a	ddressed to ERDB by the Applicant or presentative on Form ar, 2 whiteprints) by Geodetic on on idency from: ain and; Mayor ned and sealed by Coal Reserves o be used aily and Annual es ization Equipment	Client		
	7.7 Detailed Mine F	Plan, Scale 1:1000			
	7.8 Production Cos	•			
	7.9 Minimum Accep	otable Market Price			
8.	per metric ton Proof of Working C of Bank Deposit)	apital (i.e., Certificate			
9.	Operating Agreeme				
10.	Contract of Purchas				
11.	Copy of Official Red deposit slip for the application and per	payment of	DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment 	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	Records Officer, RMD
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 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		12 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			<i>Bureau Director,</i> 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	<i>Bureau Director,</i> ERDB
	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			Admin. Staff, ERDB

Total Number of Days		20 Working	g Day	S
	1.8 RMD Records and releases the approved SSCMP thru mail	1 Working	Day	Records Officer, RMD
	1.7 CNMD Records and transmits the approved SSCMP to RMD	1 Working	Day	Admin. Staff, CNMD
	records and transmits the approved SSCMP to CNMD			



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 Min	erals Divisio	on (CNMD)	
Classification	Highly Technical Tran	Highly Technical Transaction		
Type of Transaction	Government-2-Busine	Government-2-Business		
Who May Avail	Corporations, Compa	nies and Co	ooperatives	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE
 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		
DOE-Inform	Description of the area/s as verified by nation Technology and nt Services (DOE-	DOE-ITMS		
	rance of nominated the DOE-ITMS;		DOE-ITMS	
of Enviro Resources	(DENR) that the area/s is/area not within	DENR		
	t Unit (LGU) that the rea/s is/are not within a			
CLIENT STEPS	AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE		
 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	BE PAID TIME RESPONSIE		Records Officer,

		I	
1.2	RMD transmits the		
	complete		
	application		
	requirements to the		
	Review and	1 Working Day	
	Evaluation		
	Committee (REC)		
	Chair/		
	Undersecretary		
1.3	REC Chair /		
	Undersecretary		
	receives and		
	transmits the		
	complete	1 Marking Day	REC Chair /
	application	1 Working Day	Undersecretary
	requirements to		
	REC and Technical		
	Working Group		
	(TWG)		
1.4	REC and TWG		
	conducts		
	evaluation of the	8 Working Days	
	application		
	requirements		
1.5	REC and TWG		REC & TWG
	endorses the		
	results of		
	evaluation of the	1 Working Day	
	application to the		
	Assistant Secretary		
1.6	Assistant Secretary		
	reviews and		
	evaluates the		
	application	2 Working Days	
	endorsed by REC		Assistant
	and TWG		Secretary
1.7	Assistant Secretary		,
	endorses the		
	application to the	1 Working Day	
	Undersecretary		
1.8	Undersecretary		
	reviews and		
	evaluates the	3 Working Days	
	application		
1.9	Undersecretary		Undersecretary
	transmits the Letter		211401000101419
	of Approval or	1 Working Day	
	Disapproval of	· Working Day	
	Publication to RMD		

1.10 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 Coal Export Clearance (CEC)

Office or Division	Office or Division Coal and Nuclear Minerals Division (CNMD)				
Classification	Highly Technical 1				
Type of Transaction		Government-2-Business			
			_		
Who May Avail	Coal Operating Co	ontract Holder	S		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Application letter details:	C C				
1.1 Name, addres business of	s, and nature of the exporter				
	tion and volume of				
	export price (FOB,				
1.4 Name and add	Iress of buyer				
1.5 Date of loading	g and load port		Client		
1.6 Disport			Client		
1.7 Name of carrie					
2. Coal analysis/gua	aranteed				
specifications					
3. Proforma Invoice	or other related				
documents					
4. Certification that has been supplied	ocal coal demand				
5. Complete submis					
	ents of previously				
approved CECs					
	eceipt or validated	DOE	-Treasury Divisio	on or bank	
deposit slip for the	•		lication Fee – Ph		
application and p	ermit fees	P	ermit Fee – Php	650.00	
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSING PERSON			
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	Records Officer, Records Management Division (RMD)	
	1.2 RMD transmits complete		1 Working Day	Records Officer, RMD	

ГТ				
	documents to			
	Energy			
	Resource			
	Development			
	Bureau (ERDB)			
1.3				Administrative
	complete		1 Working Day	Officer,
	documents to		r working bay	ERDB
	CNMD			LNDD
1.4	CNMD conducts			Sr. SRS/SRS II,
	technical		2 Working Days	CNMD
	evaluation			CIVIVID
	1.4.1			
	If not technically			
	qualified, CNMD			
	rejects the			Bureau Director,
	application			ERDB
	through a letter			
	signed by the			
	ERDB Director			
	1.4.2		1 Working Day	
	If technically			
	qualified, CNMD			
	endorses the			Chief SRS,
	application to			CNMD
	CERCD for			
	review and			
	evaluation			
1.5	CERCD			
1.0	conducts			Technical Audit
	financial		2 Working Days	Specialist,
	evaluation			CERCD
	1.5.1			
	If financial			
	evaluation not			
	satisfied, CNMD			
	rejects the			Sr. SRS/SRS II,
	application			CNMD
	through a letter			
	signed by the		1 Working Day	
	ERDB Director			
	1.5.2			
	If financial			
	evaluation			
	satisfied,			Chief,
	CERCD			CERCD
	endorses the			
	application to			
	CNMD			

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 OUSEC for approval	2 Working Days	Bureau Director, ERDB
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	5



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)				
Classification					
	• •	Highly Technical Transaction Government-2-Business			
Type of Transaction	-				
Who May Avail	Accredited Coal Trac	Accredited Coal Traders and Registered Coal End-Users			
CHECKLIST OF F	REQUIREMENTS	1	WHERE TO SEC	URE	
1. Application letter details:	with the following		Client		
1.1 Name, address business of the					
1.2 Unit and total i CIF, CFR)	mport price (FOB,				
1.3 Name and add					
1.4 Date of loading	g and load port				
•	and place of arrival		_		
in the Philippine			Supplier		
1.6 Name of carrie					
1.7 Transaction da					
2. Coal analysis/gua	aranteed				
specifications 3. Proforma Invoice	or other related				
documents	of other related				
	sion of Post Import				
•	eviously approved	Client			
CoC-Cls					
5. Copy of Official R	Receipt or validated	DOE	-Treasury Divisio	n or bank	
deposit slip for th	e payment of		lication Fee – Ph		
application and p	ermit fees		ermit Fee – Php 6		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	Records Officer, RMD	
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		1 Working Day	Records Officer, RMD	

1.3	ERDB transmits complete documents to	1 Working Day	Administrative Officer, ERDB
1.4	CNMD 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 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 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 Notice of Award for 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-Bu	isiness	
Who May Avail	Corporations, Companies and Cooperatives		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE	
 Legal Documentation Duly filled-out cov sheet showing a application; 	ering information brief summary of	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;			
 of filing of application; d. Original copy of the Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the COC. The said Certificate of Authority shall be executed under oath by the Corporate Secretary; and, 		Client	

 e. In case the applicant is a partnership or cooperative, it shall submit the legal documents as specified in I.2 to I.4 above, or its equivalent, issued or authenticated by the appropriate governing authorities. 2. Work Program Documentation 	
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); 	
 b. Proposed Exploration Work Program (Narrative discussion of the different exploration strategies and methodologies to be employed in delineating coal resources at depth with subsequent manpower complement and projected expenditures on annual basis for each activity with respect to the area or areas specified in the proposal); 	Client
 c. The work equivalents as provided for in Chapter Four (4) Section III of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines" shall be applied equivalent to 9,000 feet or 2,743 meters drillhole-equivalent per coal block annually; d. Schedule of Works and Manpower 	
Requirements in Gantt Chart; and,e. ProjectedExploration	
Expenditures.	
3. Technical Documentation	
a. Particulars of technical and industrial resources available to the applicant for the exploration of coal resources;	Client
 b. Particulars on the technical and industrial qualifications, eligibilities and work related experiences of the applicant and its employees; 	

 c. Particulars on the experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings; and, 	
 d. Particulars on organizational and management structures relative to administration, financial and technical aspects of the applicant. 	
4. Financial Documentation	
a. For corporations existing for more than two (2) years at the time of filing of application:	Client
i. Original Copy of the Annual Report or Audited Financial Statements (FS) for the last two	
(2) years from the filing date and Original Copy of the latest Unaudited FS duly signed by the responsible official such as the	
President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the	
time of filing;	
ii. Original Copy of the Bank	
Certification to substantiate the	
cash balance as of the latest unaudited FS;	
iii. Original Copy of the ProjectedCash 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	
0 1 7 7	
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.	
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.	
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. Payment of non- refundable application fee per area to participate in the PCECP	1.1 Review and Evaluation Committee (REC) – Technical Working Group (TWG) issues Payment Order to the applicant		1 Working Day	REC-TWG
	1.2 Treasury Division receives	Application fee per		Collection
	payment from applicant and issues Official Receipt (OR)	area - Php 200,000.00		<i>Officer,</i> Treasury Division

			1		
Management Division (RMD)					
()					
(To be					
submitted by					
the applicant					
on or before					
1100H of the					
60th calendar					
day after date					
of publication)	2.2	REC and TWG			
	Z.Z	conducts the			
		Opening of			
		Application			
		Documents		1 Working Day	
		(1300H on the			
		, final day of			
		submission of			
		documents)			
	2.3	REC and TWG			
		conducts Legal,			REC & TWG
		Technical and			NEO Q IVIO
		Financial		6 Working Days	
		evaluation of the			
		submitted			
	2.4	applications REC and TWG			
	2.4	endorses the			
		highest ranked			
		and compliant		1 Working Day	
		applicant to the		i Wonting Day	
		Assistant			
		Secretary			
	2.5	Assistant			
		Secretary			
		reviews and		2 Working Days	
		evaluates the			
		highest ranked			, , , , ,
	0.0	applicant			Assistant
	2.6	Assistant			Secretary
		Secretary endorses the			
		highest ranked		1 Working Day	
		applicant to the			
		Undersecretary			
	2.7	Undersecretary		0.14/	l la da d
		reviews and		2 Working Days	Undersecretary

	highest ranked applicant 2.7.1		
	If disapproved, Undersecretary shall notify the applicant thru a letter 2.7.2 If approved, Undersecretary endorses the highest ranked applicant along with the Notice of	1 Working Day	
	Award to the Secretary		
2.8	The Secretary reviews and evaluates the application	2 Working Days	
2.9	The Secretary transmits the letter of Approval or Disapproval of Notice of Award to RMD	1 Working Day	Secretary
2.10	RMD transmits and releases the Notice of Award to the Applicant	1 Working Day	Records Officer RMD
Total Number of Days		20 Working Days	6



Issuance of Certificate of Coal Trader Accreditation (CTA)

Off	Office or Division Coal and Nuclear Minerals Division (CNMD)				
	Classification Highly Technical Transaction				
	be of Transaction	_	overnment-2-Business		
Wh	o May Avail	Entities involved in coal trading activities			
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1.	Application letter		Client		
2.	Duly accomplished a (ERDB Form No. 20	011-1)	ERDB-CNMD		
3.	Certificate of Regist either of the followin agencies: a. Securities and Ex Commission (SEC b. Department of Tra (DTI) c. Cooperative Deve (CDA)	ng government cchange C) ade and Industry elopment Authority	SEC, DTI, CDA		
4.	4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year		COC Holder, SSCMP Holder, Foreign Supplier		
5.	Environmental Com of coal storage facil		DENR-EMB		
6.	Current Business P	ermit	City/municipality where the storage facility is located		
7.	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		
-	R COAL OPERATIN	G CONTRACT (CO	C) HOLDER		
2.	<u>Request letter</u> Other Supporting and documents that the D		Client		

necessary for the r	proper evaluation of			
application				
FOR SMALL-SCALE	COAL MINING PERM	IT (SSCMP)	HOLDER	
1. Request letter				
2. Copy of the approv	/ed and duly			
conformed SSCM	0			
3. Other Supporting a			Client	
	documents that the DOE may find			
· · · ·	proper evaluation of			
application				
	RVICE PROVIDER (LS	P)		
1. Application letter	1		Client	
2. Duly accomplished (ERDB Form No. 2	2011-1)		ERDB-CNM)
3. Certificate of Register				
either of the follow	ing government			
agencies:				
a. Securities and E				
Commission (SE b. Department of T	,		SEC, DTI, CD	A
(DTI)	raue and moustry			
	velopment Authority			
(CDA)				
4. Current Business Permit		City/mun	icipality where the	
			facility is locate	ed
5. List of authorized of		Client		
 List of vehicles wit copy of OR/CR 	h plate number and			
7. Certification from a	an Accredited Coal			
Trader or Register		Accredited	Coal Trader/Regi	stered Coal End-
U U U U U U U U U U U U U U U U U U U	at the applicant is its		User	
hauler				
8. Other Supporting a	and relevant			
documents that the	e DOE may find		Client	
	proper evaluation of		Client	
application				
9. Copy of Official Re		DOF	E-Treasury Divisio	n or bank
deposit slip for the payment of			lication Fee – Php	
application fee		··· · ·		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of	1.1 RMD receives the			Description office
three (3) complete sets of documents	complete documents		1 Working Day	Records Officer, RMD
– Records	uocuments			RIVID
1000100			I	

Management			
Division (RMD)			
	1.2 RMD transmits complete documents to Energy Resource Development	1 Working Day	Records Officer, RMD
	Bureau (ERDB)		
	1.3 ERDB transmits complete documents to CNMD	1 Working Day	Administrative Officer, ERDB
	1.4 CNMD conducts technical evaluation	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 UCELSD for review and evaluation	1 Working Day	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

and a	B reviews approves the cation	4 Working Days	Director, ERDB
the a	B transmits pproved to CNMD	1 Working Day	Administrative Officer, ERDB
and	ID records transmits the oved CTA to	1 Working Day	Administrative Officer, CNMD
the a) releases pproved 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 T	ransaction		
Type of Transaction	Government-2-Business			
Who May Avail	Accredited Coal Tra	aders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
 Duly accomplished a (ERDB Form No. 201 		ERDB-CNMD		
 Certificate of Registra either of the following agencies: Securities and Exc Commission (SEC Department of Trac (DTI) Cooperative Devel (CDA) 	government hange) de and Industry	SEC, DTI, CDA		
 Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year 		COC Holder, SSCMP Holder, Foreign Supplier		
 Environmental Comp of coal storage facility 		DENR-EMB		
6. Current Business Per	mit	City / Municipality where the storage facility is located		
 Yellow copies of Coa of the company's coa (1 year from date of a Other Supporting and documents that the D necessary for the pro 	I trading activities accreditation) I relevant OE may find	Client		
application 9. Copy of Official Rece deposit slip for the pa application fee	yment of	DOE-Treasury Division or bank Application Fee – Php 3,500.00		
FOR COAL OPERATIN	G CONTRACT (CO			
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)	
4.	Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
FC	R SMALL-SCALE COAL MINING PERM	IIT (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
	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
FC	DR LOGISTICS SERVICE PROVIDER (LS	SP)
	Application letter	Client
-	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	Client
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

necessary for the application	he DOE may find e proper evaluation of	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	
 Submission of three (3) complete sets of documents – Records Management Division (RMD) 	1.1 RMD receives the complete documents		1 Working Day	Records Officer, RMD	
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		1 Working Day	Records Officer, RMD	
	1.3 ERDB transmits complete documents to CNMD		1 Working Day	Administrative Officer, ERDB	
	1.4 CNMD 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 CERCD for financial evaluation		- 1 Working Day	Chief SRS, CNMD	
	1.5 CERCD conducts financial evaluation		2 Working Days	Technical Audit Specialist, CERCD	
	1.5.1 If financial		1 Working Day	Bureau Director, ERDB	

	evaluation not satisfied, CNMD rejects the application through a letter		
	signed by the ERDB Director		
	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	1 Working Day	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	on (CNMD)	
Classification	Highly Technical	nical Transaction		
Type of Transactio	n Government-2-Bu	overnment-2-Business		
Who May Avail	Entities involved i	n coal purchasi	ng and utilization	
CHECKLIST OF REQUIREMENTS		V	WHERE TO SECU	JRE
1. Application letter			Client	
(ERDB Form No	,		ERDB-CNMD	
either of the follo agencies: a. Securities and Commission (S b. Department of (DTI) c. Cooperative D Authority (CDA	EC) Trade and Industry evelopment	SEC, DTI, CDA		
equipment and lo		Supplier of Equipment		
5. Environmental C Certificate of coa		DENR-EMB		
6. Current Busines		City/municipality where the facility is located		
 Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application 		Client		
8. Copy of Official I deposit slip for th application fee	Receipt or validated ne payment of		DOE-Treasury Division or bank Application Fee – Php 5,000.00	
CLIENT STEPS	AGENCY ACTIONS			PERSON RESPONSIBLE
three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	Records Officer, RMD
	1.2 RMD transmits complete documents to		1 Working Day	Records Officer, RMD

Energy Resource		
Development		
Bureau (ERDB)		
1.3 ERDB transmits		Administrativa
complete	1 Marking Dav	Administrative
documents to	1 Working Day	Officer,
CNMD		ERDB
1.4 CNMD conducts		
technical	6 Working Days	Sr. SRS/SRS II,
evaluation	0 WORKING Days	CNMD
1.4.1 If not		
technically		
qualified, CNMD		Bureau Director,
rejects the		ERDB
application through		
a letter signed by		
the ERDB Director		
1.4.2 If technically	1 Working Day	
qualified, CNMD		
endorses the		
application to		Chief SRS,
		CNMD
UCELSD for		
review and		
evaluation		
1.5 UCELSD		Attorney IV,
conducts legal	3 Working Days	UCELSD
evaluation		OCLLOD
1.5.1		
If not legally		
qualified, CNMD		
rejects the		Bureau Director,
application through		ERDB
a letter signed by		
the ERDB Director	1 Marking Dav	
	1 Working Day	
1.5.2		
If legally qualified,		
UCELSD endorses		Chief,
the application to		UCELSD
ERDB for review		
and approval		
1.6 ERDB reviews		Dine - f - m
and approves the	3 Working Days	Director,
application		ERDB
1.7 ERDB transmits		Administrative
the approved	1 Working Day	Officer,
CEUR to CNMD		ERDB
		ERUD
1.8 CNMD records		Administrative
and transmits the	1 Working Day	Officer,
approved CEUR		CNMD
to RMD		

	1.9 RMD releases approved CEUR to applicant		1 Working Day	Records Officer, RMD
Total Number of Days		2	0 Working Days	



Issuance of Confirmation Letter of Registered Coal Subcontract

Office or Division		Coal and Nuclea	ar Minerals D	ar Minerals Division (CNMD)		
Classification		Highly Technica				
Type of Transactio	n	Government-2-E				
Who May Avail		Coal Operating	Contract (COC) Holders			
CHECKLIST OF	REQ	JIREMENTS		WHERE TO SEC	URE	
 Letter of Request Confirmation of R Subcontract addr Director Two (2) certified t subcontracts regi 	dressed to ERDB		Client			
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of Complete Documents – Records Management Division (RMD) 	1.1	RMD receives the complete documents	N /A	1 Working Day	Records Officer, RMD	
	1.2	RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 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	

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

Subcontract		
1.11 RMD records and releases the Confirmation Letter of Registered Coal	1 Working Day	Records Officer, RMD
1.10 CNMD records and transmits the Confirmation Letter of Registered Coal Subcontract to RMD	0.5 Working Day	Admin. Officer, CNMD
Letter of Registered Coal Subcontract 1.9 ERDB transmits the Confirmation Letter of Registered Coal Subcontract to CNMD	0.5 Working Day	Admin. Officer, ERDB

RENEWABLE ENERGY MANAGEMENT BUREAU

(REMB)



SUMMARY

Renewable Energy Management Bureau (REMB)

	PROCESS	DURATION
	EXTERNAL SERVICES	
1.	Pre-Application Process	17 Working Days
2.	Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units	5 Calendar Days
3.	Notice of Intention to Drill (NID)	10 Calendar Days
4.	Issuance of Endorsement to Purchase/Transfer/Move Explosives	11 Calendar Days
5.	Processing of Safety Officer's Permit for Renewable Energy Developers	11 Calendar Days
6.	Revision of the Work Program	16 Calendar Days
7.	Issuance of Certificate of Endorsement (COE) for Duty- Free Importation Certification (DFIC)	22 Calendar Days
8.	Assignment / Transfer of Renewable Energy Service Contract	31 Calendar Days
9.	Request for Reinstatement of RE Contract	31 Calendar Days
10.	Conversion to the New Renewable Energy (RE) Contract Template	31 Calendar Days
11.	Renewable Energy Contract Application	31 Calendar Days
12.	Transition from Pre-Development to Development Stage	31 Calendar Days



Pre-Application Process

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 – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)Renewable Energy Management Bureau (REMB)			
Classification:		Highly Technical	Transaction		
Type of Transaction	on:	Government-2-B	susiness		
Who May Avail:		Any person, loca to the limits prov	•		Contracts subject
CHECKLIST OF	REC	UIREMENTS		WHERE TO SEC	URE
1. Please refer to AN DC2019-10-0013	NEX	ES H and J of		Applicant	
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Intent (LOI) with mapping requirements (Annex J)	а	ttach RFID tag nd encode under AMS		2 Working Days	Records Officer, Records Management Division
	c D	ndorse to oncerned REMB ivisions		3 Working Days	Assistant Director, REMB
	le so re pl 1.4 E	ssue cknowledgment etter with chedule of rientation on equirements and rocesses ndorse of LOI nd attachments		3 Working Days	REMB Division thru Assistant Director
	1.5 V	erify the area		6 Working Days	Information Technology and

Total Number of	f Days	17 Working Days	S
	1.7 Notify Applicant of the verification result	3 Working Days	REMB Division
	1.6 Verify the area for Solar and Biomass only		Legal Services
			Management Services (ITMS)



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

Office or Division:	Biomass Energy M Geothermal Energy Solar and Wind En Hydropower and O (HOEMD)	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) Renewable Energy Management Bureau (REMB)			
Classification:					
Type of Transaction:	Government-2-Bus	siness			
Who May Avail:	Renewable Energy	v Develope	rs		
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
 Letter Request from Copy of proof of Pay Bonus (for newly away) 			Provided by App	plicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Applicant chooses a Project from the List in EVOSS associated to the Company 					
2. Applicant submits thru the EVOSS system the complete set of documentary requirements	2.1 REMB Concerned Division checks the completeness and consistency of the submission within three (3) working days 2.1.1 If the submission is	f Chief, REMB Concerne Division		-	
complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)					
	2.1.2 If submission is incomplete, EVOSS notifies the Applicant				

3. Applicant resubmits the updated the application	3.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)		
	3.2 REMB Concerned Division prepares the Endorsement and endorses to the REMB Director	2 Calendar Days	Chief, REMB Concerned Division
	3.3 REMB Director acts on the Application	2 Calendar Days	
	3.3.1 If the REMB Director approved the application, REMB Concerned Division uploads a copy of the Endorsement Letter and notifies the Applicant of issuance of the Endorsement Letter	1 Calendar Day	Director thru Assistant Director, REMB
	3.3.2 If the REMB Director disapproved the application, REMB thru EVOSS notifies the Applicant of the disapproval.		Chief, REMB Concerned Division
4. Received a notification from EVOSS for issuance of the Endorsement Letter			
Total Number of Days5 Calendar Days			S



Notice of Intention to Drill (NID)

Of	fice or Division:	Renewable Energy Management Bureau – Geothermal Energy Management Division (REMB-GEMD)			
Cla	assification:				
-	pe of ansaction:	Government-2-Busine	ness		
W	ho May Avail:	Renewable Energy D	evelopers	3	
	CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	ECURE
1.	Letter Request from t	he Applicant			
2.	Drilling Prognosis/ Dr	illing Timeline		Provided by Ap	plicant
3.	Drilling Objective, Dri Drilling Summary, Ge Location, Well Data/F	ologic Information, Well		, ,	
4.	Filled Up NID Form			EVOSS Web	osite
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applicant chooses a Geothermal Project from the List in EVOSS associated to the Company				
2.	Applicant 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 2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start 2.1.2 If submission is incomplete, REMB thru EVOSS notifies the Applicant to submit the 			Chief, GEMD-REMB

	complete		
	documents		
3. Applicant resubmits the updated the application	3.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start		
	3.2 REMB-GEMD conducts Technical Evaluation 3.2.1 If the application passed the technical evaluation, REMB-GEMD endorses to REMB Director for Approval 3.2.2 If the application failed the technical evaluation, EVOSS notifies the Applicant	6 Calendar Days	Chief, GEMD-REMB
	3.3 REMB Director acts on the Application	3 Calendar Days	
	3.3.1 If the REMB Director approved the application, REMB-GEMD uploads a copy of the Approved Application and notifies the Applicant of the Approval	1 Calendar Day	Director thru Assistant Director REMB
	3.3.2 If the REMB Director disapproved the application, EVOSS notifies the Applicant of the disapproval.		Chief, GEMD-REMB
4. Applicant receives a notification from EVOSS for the			

Approval of Application		
	_	

Total Number of Days

10 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:	ergy Manager Energy Mana ind Energy Ma	gement Bureau (nent Division (BB gement Division anagement Divis nergy Managem	EMD) / (GEMD) / sion (SWEMD) /	
Classification:				
Type of Transaction:	Government	-2-Business		
Who May Avail:	Renewable E	Energy Develo	opers	
CHECKLIST OF REQ	JIREMENTS	V	WHERE TO SEC	URE
2. Endorsement from Loc PNP	 Letter Request of the Applicant Endorsement from Local and Regional PNP 		Provided by Applicant Local and Regional PNP	
 Inventory of Blasting M Contract between Blast and RE Developer Blasting Scheme/Desig Payment of application. 	ng Contractor	Provided by Applicant		icant
CLIENT STEPS AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
submits thru the EVOSS system the complete set of	REMB Concerned Division checks the completeness and consistency	Chief, REMB Concerned Division		REMB Concerned

		6	1	1	Γ
	documentary	of the			
	requirements	submission			
		within three (3)			
		working days			
		2.2 If the			
		submission is			
		complete, the			
		REMB thru			
		EVOSS notifies			
		the Applicant to			
		pay the			
		processing fee			
		within three (3)			
		working days			
		2.3 If submission is			
1		incomplete,			
1		REMB thru			
1		EVOSS notifies			
1		the Applicant to			
		update the			
		submission			
3.	Applicant	3.1 If the			
З.					
	resubmits the	submission is			
	updated the	complete, the			
	application	REMB thru			
		EVOSS notifies			
		the Applicant to			
		pay the			
		processing fee			
		within three (3)			
4	A	working days			
4.	Applicant pays				
	thru the online				
	payment facility				
	or other modes		Application		
	of payment		Application		
1	within three (3)		Fee -		
	working days		PHP		
	working days		1,000.00		
No	tai		or subject to		
No			the DOE-		
	If failure to pay		Approved		
	within three (3)		Schedule of		
	working days,		Fees and		
	the Applicant				
	will receive		Charges		
	notification of				
	disqualification				
	aloqualitication				
		1.1. Upon receipt of			
		4.1 Upon receipt of			
		the notification			

that the Applicant has paid the application fee, REMB Concerned Division conducts Technical Evaluation	3 Calendar Days	Chief, REMB Concerned Division
4.1.1 If the application failed the technical evaluation, REMB thru EVOSS notifies the Applicant of the disapproval		
4.1.2 If the application passed the technical evaluation, REMB Concerned Division endorses for Legal Evaluation		
4.2 Legal Services (LS) conducts Legal Evaluation		Chief, RE Legal Services Division
4.2.1 If the application failed the legal evaluation, REMB thru EVOSS notifies the Applicant of the disapproval	4 Calendar Days	Renewable Energy Management Bureau

Total Number of Days	11 Calendar Day	S
Concerned Division uploads a copy of the signed Endorsement Letter & notifies thru EVOSS the Applicant of issuance of the Endorsement Letter		
the Disapproval. 4.3.2 If the REMB Director approved the application, REMB	1 Calendar Day	Chief, REMB Concerned Division
4.3.1 If the REMB Director disapproved the application, EVOSS notifies the Applicant of		Director thru Assistant Director REMB
4.3 REMB Concerned Division endorses to REMB Director for Approval	3 Calendar Days	
4.2.2 If the application passed the legal evaluation, LS endorses the application to REMB Concerned Division for further processing		Chief, REMB Concerned Division



Processing of Safety Officer's Permit for Renewable Energy Developers

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

Of	ffice or Division:	vision: 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)				
CI	lassification:					
Ту	ype of Transaction:	Government-2-Busine	ess			
W	/ho May Avail:	Registered RE Develo	opers			
	CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE			
1.	. A duly accomplished and sworn application with emphasis on service record;		EVOSS Website			
2. 3.	2. Endorsement from the RE Developer;		Provided by Applicant			
4.			Provided by Applicant			
5.	Proof of qualification (only):	For new applicants				
	 a. For duly licensed engineer: Valid PRC license, Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry, and Basic Occupational Safety and Health (BOSH) Training Certificate; b. For Degree holder or two years in college: Diploma or Transcript of Records, Certificate of Employment showing at least five (5) years actual experience in occupational safety in the RE industry, and BOSH Training Certificate; and 		Provided by Applicant			

c. For DOLE Safety Certificate of Accre				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant Chooses a Project from the list in EVOSS associated to the Company				
2. Applicant submits online thru the EVOSS system the complete set of documentary requirements	2.1 Concerned REMB Division checks the completeness of the submission within three (3) working days			
	2.1.1 If the submission is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days			
	2.1.2 If submission is incomplete, REMB thru EVOSS notifies the Applicant to update the submission			
3. Applicant resubmits the updated the submission	3.1 If the submission is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days			
4. Applicant pays thru the online payment facility or other modes of payment		Php 550.00 or subject to the DOE- Approved Schedule of		

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within three (3)		Fees and		
working days		Charges		
Note:				
If failure to pay				
within three (3)				
working days, the				
Applicant will receive notification				
of disqualification				
	4.1 REMB concerned			
	Division conducts			
	Technical			
	Evaluation			
	4.2 REMB		5 Calendar	Chief,
	Concerned		Days	Concerned
	Division endorses		Days	Division
	the Application to			
	the REMB			
	Director			
	4.3 REMB Director			
	acts on the		5 Calendar	Director,
	Application		Days	REMB
	4.4 If qualified, REMB			
	concerned			
	Division uploads			
	a copy of the			
	Approved Safety			Chief,
	Officer's Permit		1 Calendar	Concerned
	and notifies the		Day	Division
	Applicant of the			
	approval of the			
	Safety Officer's			
	Permit			
	4.5 If disqualified,			
	REMB thru			
	EVOSS notifies			
	the Applicant on			
	the			
	disqualification			
Total Number of Days	· · ·	1	1 Calendar Day	/S
			•	



Revision of the Work Program

Office or 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: Uighty Tachnical				nergy d Energy
Classification:	Highly Technical			
Type of Transaction:	Government-2-Business			
Who May Avail:	RE Developers with v Act	alid RE C	Contracts awarde	d under the RE
CHECKLIST OF R	REQUIREMENTS		WHERE TO S	ECURE
 Letter request fr addressed to REMB Revised Work Progr prescribed template DC2019-10-0013 Accomplishment Re Program 	ram following the in Annex I of	t Provided by Applicant		pplicant
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				
chooses an RE Project from the List in EVOSS	2.1 Concerned REMB Division checks the completeness of the submission within three (3) working days			Chief, Concerned REMB Division

	whichever is		
	applicable		
	2.1.2		
	If submission is		
	incomplete,		
	REMB thru		
	EVOSS notifies the RE		
	Developer to		
	submit the		
	complete		
	documents		
3. RE Developer	3.1 If the submission		
resubmits the	is complete,		
updated the	Concerned		
application	Division/Services		
	conducts		
	simultaneous		
	Technical, Legal, Financial		
	Evaluations,		
	whichever is		
	applicable		
	3.1.1		
	If RE Developer		
	is qualified for the		
	revision of the		
	work program,		
	REMB Concerned		
	Division thru the		
	REMB Director		
	endorses the		
	recommendation		Director,
	to the	2 Calendar	Renewable
	Supervising Asst.	Days	Energy
	Secretary	Days	Management
	3.1.2		Bureau
	If RE Developer		
	is not qualified for the revision of		
	the		
	work program,		
	REMB thru		
	EVOSS notifies		
	the Applicant to		
	submit within 30		
	Calendar Days		
4. RE Developer submits the rectified	4.1 Concerned Division/Services		Chief,
documents	conducts	3 Calendar	Concerned
	simultaneous	Days	Division and
	Technical, Legal,	,	Services
	Financial		

F			
	Evaluations,		
	whichever is		
	applicable		
	4.1.1		
	If RE Developer		
	is qualified for the revision of the		
	work program,		
	REMB		
	Concerned		
	Division thru the		
	REMB Director		
	endorses the		
	recommendation		
	to the		
	Supervising Asst.	2 Calendar	
	Secretary	Days	
	4.1.2		Director
	If RE Developer is not qualified,		Director, Renewable
	REMB		Energy
	concerned		Management
	Division through		Bureau
	EVOSS notifies		
	the RE		
	Developer on		
	the denial of		
	revision of the		
	work program 4.2 REMB concerned		
	Division		
	endorses the		
	recommendation		
	to the Supv. Asst.		
	Secretary thru		
	the REMB		
	Director for		
	approval		
	4.3 Supervising Asst. Secretary of		
	REMB acts on		
	the		
	recommendation		
	4.3.1		
	If approved by		Supv. Asst.
	the Supv. Asst.	2 Calendar	Secretary
	Secretary,	Days	
	endorses the		
	recommendation		
	to the Supv.		
	Undersecretary. 4.3.2		
	If disapproved,		
	REMB concerned		

Total Number of Days	16 Calendar Day	S
4.5 REMB concerned Division thru EVOSS notifies the RE Developer on the approval of revision of the work program	1 Calendar Day	Chief, Concerned Division
4.4.2 If the Undersecretary disapproved, REMB thru EVOSS notifies the RE Developer on the disapproval of the revision of the work program		
4.4.1 If the Undersecretary approved the revision of the work program, REMB concerned Division uploads a copy of the Letter approving the revised work program	2 Calendar Days	Supv. Undersecretary
4.4 Supervising Undersecretary of REMB acts on the recommendation		
Division thru EVOSS notifies the RE Developer on the disapproval of the revision of the work program		



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

Office or Division:	Biomass Geotherm Solar and	Ene nal E Wii ver a	rgy Managen Energy Manag nd Energy Ma	Jement Bureau (nent Division (BE gement Division anagement Divis nergy Managem	EMD) / (GEMD) / ion (SWEMD) /
Classification:					
Type of Transaction:	Governme	ent	to Business		
Who May Avail:	Renewab	le E	inergy Develo	opers	
CHECKLIST OF R	EQUIREMENTS		۷	VHERE TO SEC	URE
	 Application Form and sworn to by a duly authorized officer of the Applicant before a Notary Public 			EVOSS	
2. Board of Investment (BOI) Certificate Registration		-	Board of Investment		nent
 Pro forma Invoice Computation of Estim waived Technical Data Spec 			Provided by the Applicant		plicant
6. Proof of payment			Provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	NS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant chooses a Project from the List in EVOSS associated to the Company					
	2.1 REMB Concerned Division checks the completene and consistenc of the submissi within three (3) working days	ess y on			Chief, REMB Concerned Division

		0.0	16.11 1 1 1 1		1
			If the submission is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days If submission is incomplete, REMB thru EVOSS notifies the Applicant to update the		
3	Applicant	31	submission If the submission		
	resubmits the updated the application	5.1	is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days		
4.	Applicant pays thru the online payment facility or other modes of payment within three (3) working days			Application Fee - Php 750.00 or subject to the DOE-	
No	te: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification			Approved Schedule of Fees and Charges	

4.1 Upon receipt of the notification that the Applicant has paid the application fee, REMB Concerned Division conducts Technical Evaluation	5 Calendar Days	Chief REMB Concerned Division
4.1.1 If the application failed the technical evaluation, REMB thru EVOSS notifies the Applicant of the disapproval		DIVISION
4.1.2 If the application passed the technical evaluation, REMB Concerned Division endorses for Legal Evaluation		
4.2 Legal Services (LS) conducts Legal Evaluation	5 Calendar Days	Chief, RE Legal Services Division
4.2.1 If not, REMB thru EVOSS notifies applicant to comply within fourteen (14) calendar days.		
Note: Disapproval of the request if the applicant did not comply within the prescribed period		

4.2.2 If the application passed the legal evaluation, LS endorses the application to REMB Concerned Division for further processing		
4.3 REMB Concerned Division seeks clearance from Asec/Usec		Chief, REMB Concerned Division
4.4 REMB Concerned Asec/Usec's Approval or Disapproval of the Application	7 Calendar Days	Office of the Undersecretary thru REMB's Asec., Director and Asst. Director
4.4.1 If the REMB Concerned Asec/Usec disapproved the application, REMB thru EVOSS notifies the Applicant of the Disapproval.		Chief, REMB Concerned Division
4.4.2 If the REMB Concerned Asec/Usec approved the application, REMB Concerned Division endorses the COE DFIC Application to REMB Director for signature	4 Calendar Days	Director thru Assistant Director (REMB) and concerned Division Chief
4.5 REMB Concerned Division uploads a copy of the	1 Calendar Day	Chief, REMB Concerned Division

Total Number of Days	22 Calendar Days
approved COE DFIS & notifies the Applicant of the issuance thru EVOSS	



Assignment / Transfer of Renewable Energy Service Contract

Office or Division:	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-2-Bu	usiness		
Who May Avail:	Renewable Enero Operating Contra	gy Developers with valid RE Service/ cts		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Application letter a REMB Director;	addressed to the			
2. Approved/Notarize Assignment;	ed Deed of			
 Assignee's Articles and By-Laws; 	s of Incorporation	Securities and Exchange Commission		
4. Assignee's Latest Information Sheet received by the SE	(GIS) stamped-			
5. Assignee's Valid E	Business Permit;	Concerned Local Government Unit/s (Mayor's Office)		
6. Assignee's Corpor name of the office assignee company	rs of the			
7. Assignee's List of Consultants;	Technical			
 Assignee's Origina Certification from I Directors authorizi representative to r enter into an RE C DOE; 	Board of ng its negotiate and			
9. Guarantee in writin Assignor to the DC performance of the obligations as mar Section 22(ii) of D Circular No. DC20	DE on the e assigned ndated under epartment			

11. Assignee's Fina	ancial Documents			
a. Audited Finar the last 2 yea	ncial Statement for irs;	Securities	and Exchang	e Commission
b. Current Unau Statement;	idited Financial			
c. Current Bank	Certificate; and			
d. Projected Car for 2 years.	sh Flow Statement			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 RE Developer chooses a project from the list in EVOSS associated to the Company. Then, it submits thru the EVOSS system the documentary requirements 				RE Developer
	1.1 Concerned REMB Division checks the completeness and consistency of the submission:			
	1.1.1 If complete, REMB Concerned Division uploads the Order of Payment thru EVOSS system; or		3 Working Days	Chief, Concerned REMB Division
	1.1.2 If incomplete, REMB Concerned Division thru EVOSS notifies the RE			

2.	RE Developer resubmits the	Developer to submit the complete documents.			
	updated application documents				RE Developer
		2.1 Concerned REMB Division checks the completeness and consistency of the submission:			
		2.1.1 If complete, REMB Concerned Division uploads the Order of Payment thru EVOSS system; or			
		2.1.2 If incomplete, REMB Concerned Division thru EVOSS notifies the RE Developer to submit the complete documents. The process continues until such time that		3 Working Days	Chief, Concerned REMB Division
		the RE developer submits the complete set of application documents.			
	Applicant pays thru the online payment facility or other modes of payment, and upload the proof of payment thru		PHP 4,350.00 or subject to the DOE Approved Schedule of Fees and Charges	3 Working Days	RE Developer

the EVOSS			
system (Day1).	3.1 REMB Concerned Division endorses thru email to ITMS, LS and FS the application documents for appropriate action. REMB, ITMS, LS and FS Concerned Divisions conduct the evaluation including, and endorse to REMB Concerned Division the result of the same.	7 Calendar Days	Director, Concerned Bureau and Services
	3.2 REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:		Chief, Concerned REMB Division
	3.1.1 If compliant, the REMB Concerned Division endorses, thru the REMB Director, the approval to the LS and Assistant Secretary supervising LS for CSW; or	2 Calendar Days	
	3.1.2 If not compliant, the REMB Concerned Division, with		

			approval from the REMB Director, notifies the RE Developer thru EVOSS its non- compliances and requires rectification of documents within 14 calendar days.		
4.	RE Developer submits thru the EVOSS system the rectified application documents			14 Calendar Days	RE Developer
		4.1	REMB Concerned Division endorses thru email to ITMS, LS and FS the rectified application documents for appropriate action. REMB, ITMS, LS and FS Concerned Divisions conduct evaluation on the rectified application documents, and endorse to REMB Concerned Division the result of the same.	5 Calendar Days	Director, Concerned Bureau and Services
		4.2	REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:	2 Calendar Days	Chief, Concerned REMB Division

[· · · · · · · · · · · · · · · · · · ·	
4.2.1 If compliant, the REMB Concerned Division endorses, thru the REMB Director, the approval to the LS and Assistant Secretary supervising LS for CSW; or		
4.2.2 If not compliant, the REMB Concerned Division endorses, thru the REMB Director, the disapproval to the Assistant Secretary supervising REMB the denial of the application.		
4.2.1.1 If not compliant, the Assistant Secretary supervising REMB acts on the denial of the application:		Assistant Secretary supervising REMB
4.2.1.1.1 If approve, the Assistant Secretary supervising REMB signs the denial of the application.		
4.2.1.1.2 If disapprove, the Assistant Secretary supervising REMB returns to REMB Concerned		

	Division for		
	further action.		
	4.3 If compliant, LS and Assistant Secretary supervising LS conducts CSW:		
	4.3.1 If approve, the Assistant Secretary supervising LS endorses to the Assistant Secretary supervising REMB for approval; or	2 Cale Da	Secretary
	4.3.2 If disapprove, the Assistant Secretary supervising LS returns to REMB Concerned Division for further action.		
	4.4 Assistant Secretary supervising REMB conducts CSW:		
	4.4.1 If approve, the Assistant Secretary supervising REMB endorses to Undersecretary supervising REMB for CSW; or	2 Cale Da	Secretary
	4.4.2 If disapprove, the Assistant Secretary supervising REMB returns to		

[
	REMB Concerned Division for further action.		
4.5	Undersecretary supervising REMB conducts CSW:		
	4.5.1 If approve, the Undersecretary supervising REMB endorses to the Secretary for approval; or	2 Calendar Days	Undersecretary supervising REMB
	4.5.2 If disapprove, the Undersecretary supervising REMB returns to REMB Concerned Division for further action.		
4.6	The Secretary acts on the matter:		
	4.6.1 If approve, the Secretary signs the approval letter and Certificate of Registration (COR) named under the Assignee; or	7 Calendar Days	Secretary
	4.6.2 If disapprove, the Secretary returns to REMB Concerned Division for further action.		
4.7	REMB Concerned Division thru EVOSS System uploads the	2 Calendar Days	Chief, Concerned REMB Division

signed letter and COR, or notifies the denial of application whichever is applicable.	
Total Number of Days	31 Calendar Days



Request for Reinstatement of RE Contract

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:					
Type of Transaction:	Government-2-Busine	SS			
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.				
CHECKLIST OF	REQUIREMENTS			WHERE TO	SECURE
REMB Director *must be filed within te applicant's receipt of no 2. Supporting documents grounds for termination	ts to the justification on			ant	
CLIENT STEPS	AGENCY ACTIONS	то	ES BE ND	PROCESSING TIME	PERSON RESPONSIBLE
 RE Developer chooses an RE Project from the List in EVOSS associated to the Company 					
online thru the EVOSS system the complete set of documentary requirements	within three (3) working days				Concerned REMB Division
	2.1.1 If the submission is			14 Calendar Days	Chief, Concerned

	Concerned Division/Services conducts simultaneous Technical, Legal, Financial Evaluations, and Area Verification 2.2.2 If submission is incomplete, REMB thru EVOSS notifies the RE Developer to submit the		
3. RE Developer resubmits the updated the application	complete documents 3.1 If the submission is complete, Concerned Division/Services conducts simultaneous Technical, Legal, Financial Evaluations, and Area Verification		
	 3.1.1 If RE Developer is qualified for the reinstatement of the RE Contract, REMB Concerned Division thru the REMB Director endorses the recommendation to the Supervising Asst. Secretary 3.1.2 If RE Developer is not qualified for the reinstatement of the RE Contract, REMB thru EVOSS notifies the Applicant to submit within 30 Calendar Days 	5 Calendar Days	Director, Renewable Energy Management Bureau

Note:		
Failure to submit		
will result to the		
disapproval of the		
request for		
reinstatement of		
the RE Contract		
3.2 REMB concerned		
Division endorses		
the		
recommendation		
to the Supv. Asst.		
Secretary thru the		
REMB Director for		
 approval		
3.3 Supervising Asst.		
Secretary of		
REMB acts on the		
Recommendation		
3.3.1		
If approved by the		
Supv. Asst.		
Secretary,		
endorses the		
recommendation		Supv. Asst.
to the Supv.	7 Calendar	Secretary
Undersecretary.	Days	
3.3.2		
If disapproved,		
REMB concerned		
Division thru		
EVOSS notifies		
the RE Developer		
on the disapproval		
of the request for		
-		
reinstatement of		
 RE Contract		
3.4 Supervising		
Undersecretary of		
REMB acts on the		
Recommendation		
3.4.1	E Colondor	Sunt
If approved by the	5 Calendar	Supv.
Supv.	Days	Undersecretary
Undersecretary,		
endorses the		
recommendation		
to the Secretary		
	1	1

	3.4.2 If disapproved, REMB concerned Division thru EVOSS notifies			
	the RE Developer on the disapproval of the request for reinstatement of RE Contract			
	 3.5 The Secretary acts on the request for reinstatement of the RE Contract 3.5.1 			
	If the Secretary approved the request for reinstatement of the RE Contract, REMB concerned Division uploads a copy of the Letter of Reinstatement of Contract			Secretary Office of the Secretary
	3.5.2 If the Secretary disapproved, REMB thru EVOSS notifies the RE Developer on the disapproval of the request for reinstatement of RE Contract			
	3.6 REMB concerned Division thru EVOSS notifies the RE Developer on the approval of the request for the reinstatement of the RE Contract			Chief, Concerned Division
Total Number of Days		31	I Calendar Day	S



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:				
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.			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Application letter address	ed to the REMB Director	Applicant		
 Work Program in Gantt Chart covering the first five (5) years of the remaining term of the old contract/agreement, reckoned from the date of its execution 		Applicant		
 Revised Contract Area fo requirements provided be 				
3.1 Common Mapping Re	equirements			
Coordinates actual land su	Geographic and Grid of the tie point used in the urvey of the project site)	Department of Environment and Natural Resources (DENR)		
3.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer		Applicant		
3.1.3 Certified True (TCT/OCT)	Copy of Lot Title/s	Registry of Deeds, Land Registration Authority		
preferably in	^f the lot/project area shapefile, 2011 or lower rg or dxf format	Applicant		

0.4.5		
3.1.5	Excel file containing either the PRS92	
	geographic coordinates of all corners for	Applicant
	blocking or the Lot Data Computation* for	Applicant
	Non-Blocking	
3.2 Requi	rements per Type of RE Resource	
3.2.1	Solar and Biomass Resources	
	3.2.1.1 For applied area /project site	
	covered by the whole titled lot	
	a. Survey/Location plan of the lot	
	b. Lot Data Computation of the	
	lot	
	c. Common Mapping	
	Requirements (see list above)	
	3.2.1.2 For applied area/project site	
	covered by more than two titled	
	lots	
	a. Survey/Consolidation plan of	
	the consolidated lots	
	 b. Lot Data Computation of each 	
	lots and the consolidated	
	boundary	
	c. Common Mapping	
	Requirements (see list above)	
	3.2.1.3 For applied area/project site	
	within or portion only of titled lot /	
	consolidated lots	
	a. All requirements under A or B,	
	depends on the number of lots	
	where the project site is	
	located. The location of the	
	project site and its Technical	
	Description in Bearing-	
	Distance and the equivalent	
	PRS '92 geographic	
	coordinates should also be	
	reflected on A.1 / B.1.	
	b. Lot Data Computation of the	
	project area boundary	
	c. Common Mapping	
	Requirements (see list above)	
	3.2.1.4 For applied area /project site not	
	covered by	
	TCT/OCT/Permit/Award or with	
	no approved land survey	
	(Applied/Project Area Within	
	Timberland/Forest Land or	
	Outside Alienable & Disposable	
	land)	
	a. Survey/Location plan of the	
	project site	

 b. Lot Data Computation of the project site c. Certificate of Geographic and Grid Coordinates of the tie point used in the determination of the project site location issued by DENR. d. No. 2, 4 & 5 of Common Mapping Requirements (see list above) 	
 3.2.1.5 For applied area/project site not covered by TCT/OCT/Permit/Award but with approved land survey (Within A & D; not yet titled properties; covered by cadastral survey) a. Certified True Copy of approved survey plan of lot/project site b. Survey/Location plan of the lot c. Lot Data Computation of the lot d. No. 1, 2, 4, & 5 of Common Mapping Requirements (see list above) 	Provided by the Applicant
 3.2.2 Wind, Geothermal, Ocean and RE Resource for Offshore Development a. Location/Sketch plan of the applied area/project area showing its boundaries in relation to major environmental features using NAMRIA topographic map, nautical chart/bathymetric map (for ocean only) or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners b. Lot Data Computation of the project area (if not conforming with the RE blocking system) c. No. 2, 4, & 5 of Common Requirements (see list above). 	Provided by the Applicant
3.2.3 Hydropower Resource a. Location plan/map of the project site showing its proposed weir/dam and powerhouse location in relation to major environmental features using NAMRIA 1:50,000 scale topographic map or any available basemap of the same map features and scale. The	Provided by the Applicant

PRS'92 geographic coordinates and elevation for powerhouse and weir/dam must be referenced to a known benchmark and correspondingly plotted or reflected on the location plan/map. b. No. 2, 4, & 5 of Common Requirements (see list above).					
<i>N</i> 1.	OTES:	nd subject of a land title	oortificato		
	or subject of DENR ap		Certificate		
2.		t Site/Project Area – a	n area		
3.	form using PTM grid of Also, the equivalent P	n * – – accomplish the I coordinates for area con RS '92 geographic coo e provided. Provide prin 9 LDC Form)	nputation. rdinates of		
4.	boundaries of lot/proje Descriptions in Bearin	etch Plan* - shall reflect ect site and tabulate its g-Distance & the equiva nates of all boundary co (see Sample Maps)	Technical alent PRS		
5.	consolidated lots/proje Descriptions in Bearin	- shall reflect all bounda ect site and tabulate Te g-Distance & the equiva nates of all boundary co ea.	chnical alent PRS		
6.	the RE blocking syste	 For project area confinition m the total area shall be block, otherwise the p /) will be considered. 	e computed		
		ations and Survey Plan d, signed and sealed b			
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	1. Applicant chooses an RE Project from the List in EVOSS associated to the Company				
	RE Developer submits thru the EVOSS system the complete documentary requirements	2.1 Concerned REMB Division checks the completeness of the submission within three (3) working days			Chief, Concerned Division

		I		
	2.1.1 If complete, REMB Concerned Division Endorses to ITMS for Area Verification and simultaneously evaluates the application		14 Calendar Days	
	2.1.2 If incomplete, REMB thru EVOSS notifies the RE Developer to rectify the submission within five (5) working days Note: Failure to submit the additional documents will result to the disapproval of			Chief, Concerned REMB Division Director, Information Technology and Management Services
3. RE Developer resubmits updated submission	the application 3.1 If compliant, REMB Concerned Division re- evaluates the submitted documents			
	3.1.1 If qualified, REMB Concerned Division thru the REMB Director endorses the evaluation result to LS for Legal Clearance			Director, Renewable Energy Management Bureau Director, Legal Services
	3.1.2 If not qualified, REMB concerned Division thru EVOSS notifies the RE Developer on the disapproval of the			

á	application		
-	REMB		
	Concerned Division thru the REMB Director endorses the recommendation to the Supervising Asst. Secretary of REMB for concurrence		Director, REMB
	Supv. Assistant Secretary acts on the recommendation		
e S I I	If concurred, endorse to the Supv. Undersecretary for concurrence		
	2 If not concurred, REMB concerned Division thru EVOSS notifies the RE Developer on the disapproval	6 Calendar Days	
3.4 S	Supv. Undersecretary acts on the recommendation		
3.4.1 			
	: Failure to pre- sign the RE contract, application will be		

	deemed abandoned			
	3.4.2 If not concurred, REMB concerned Division thru EVOSS notifies the RE Developer on the disapproval			
4. RE Developer pre- signs the RE Contract under the new template				RE Developer
	 4.1 If signed, REMB concerned Division prepares the Memo to the Secretary to endorse the pre- signed contract thru the Supv. Asst. Secretary and Supv. Undersecretary 			Chief, Concerned Division
	4.2 Secretary acts on the pre-signed contract			Secretary Office of the Secretary
	 4.2.1 If approved, REMB concerned Division uploads the copy of the RE contract under the new template and notifies thru EVOSS the RE Developer on the approval 4.2.2 If disapproved, REMB concerned Division notifies thru EVOSS the RE Developer on 		8 Calendar Days	Chief, Concerned REMB Division
Total Number of Days	the disapproval	2	28 Calendar Day	/S



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:				
Type of Transaction:	Government-2-Bus	iness		
Who May Avail:	Any person, local c subject to the limits	• •		
CHECKLIST OF RE	QUIREMENTS	w	HERE TO SECU	JRE
1. Please refer to ANNEXE Omnibus	S I and J of the			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Applicant fills-out form and submits online the complete set of requirements 				
	 2.1 Concerned REMB Division checks the completeness of the submission within three (3) working days 2.1.1 If the submission is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee 			
	within three (3) working days 2.1.2 If submission is incomplete, REMB thru			
	EVOSS notifies the Applicant to			

	update the			
	submission			
 Applicant resubmits the updated the application 	3.1 If the submission is complete, the REMB thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days			
4. Applicant pays thru		Geothermal,		
the online payment facility or other modes of payment within three (3) working days Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification		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		
	4.1 REMB routes the application to LS and FS for the simultaneous Technical, Legal, and Financial evaluation. REMB then consolidates the evaluation results.		5 Calendar Days	Concerned REMB Division/LS/FS
	4.1.1		4 Calendar	
	If the		Days	

	application		[]
	passed the evaluation, REMB concerned Division drafts the RE Contract and Memo to recommend the Award		
	4.1.2 If application failed the evaluation, REMB thru EVOSS notifies the Applicant to rectify the submission within ten (10) working days.	(4 Calendar Days)	
	Note: If the applicant fails to rectify the submission within ten (10) working days, the application is deemed abandoned		
5. Applicant rectifies the submission	5.1 Concerned Division re- evaluates the rectified submission		
	5.2 If application passes the re- evaluation, REMB concerned Division drafts the RE Contract and Memo to recommend the Award	4 Calendar Days	Concerned REMB Division thru Assistant Director
	5.3 If application failed the evaluation, REMB thru EVOSS notifies the Applicant on the disqualification		

		[[
	5.4 REMB concerned Division endorses the recommendatio n to the Supv. Asst. Secretary thru the REMB Director for concurrence	2 Calendar Days	Director, REMB
	5.5 If the Supv. Asst. Secretary concurs the recommendatio n, the Supv. Undersecretary acts on the recommendatio n	2 Calendar Days	Supv. Assistant Secretary
	5.6 If the Supv. Undersecretary concurs the recommendatio n, REMB concerned Division notifies thru EVOSS the Applicant to pre-sign the contract	2 Calendar Days	Supv. Undersecretar y
6. Applicant pre-signs the RE contract	6.1 If applicant successfully pre-signed the contract, REMB prepares the Memo to Secretary thru LS to endorse the pre-signed contract	5 Calendar Days	
	 6.2 If applicant failed to pre- sign contract, REMB thru EVOSS notifies the Applicant that the application is deemed abandoned 6.3 Secretary acts 		
	6.3 Secretary acts on the pre- signed RE contract	7 Calendar Days	

Total Number of Days		28 Calendar Days
 Applicant picks-up the signed and notarized RE contract 		
7. Applicant pays the signing fee	7.1 If payment is made, REMB uploads a copy of the signed and notarized RE contract	1 Calendar Day
	 6.4 If Secretary signed the RE contract, REMB concerned Division thru notifies thru EVOSS the Applicant to pay the signing fee within fifteen (15) calendar days Note: If applicant fails to pay signing fee, RE application is deemed abandoned. 	



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		
Type of Transaction:	Government-2-B	usiness	
Who May Avail:		gy (Hydro, Ocean, Geothermal, Solar ¹ , and s with valid Service Contracts	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
 Letter of DOC indication of the project in meg megawatt peak (MW) 	awatt (MW) and		
2. Gantt Chart of the initial 5-Year Work Program following an approved template (Annex I-1 of the DC2019- 10-0013)		https://www.doe.gov.ph/sites/default/files/pdf/is suances/dc2019-10-0013-annex-i.PDF	
3. Map of the Production Area in acceptable ITMS format (Annex J of the DC2019-10-0013)		https://www.doe.gov.ph/sites/default/files/pdf/i ssuances/dc2019-10-0013-annex-j.PDF	
4. Proof of ownership or possessory rights over the Production Area			
5. Feasibility Study cov following minimum a	•		
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. Proof or undertaking to secure proof of ownership of or exclusive right to develop the production area and right of way;			

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

	ssessment Report I processed data			
iii. Final layout, single line diagram, general specifications and annual energy production (AEP) of the project;				
iv. Geotechnica	al Study Report			
v. System/Dist Study Repo	ribution Impact rt; and			
vi. Detailed Eng the Project,	gineering Design of 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 mo	odel/s; and			
ii. Proof of Fina	ancial Closing			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 RE Developer chooses a project from the list in EVOSS associated to the Company. 	1.1 Concerned REME Division checks the completeness and consistency of the submissior	5		RE Developer
Then, it submits thru the EVOSS system the set of documentary requirements				

	1.1.1 If complete, REMB Concerned Division endorses thru email to ITMS and LS the submitted documents for appropriate action (Day 1); or	3 (Working Days)	Chief, REMB Concerned Division
	1.1.2 If incomplete, REMB Concerned Division thru EVOSS 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:		
	2.1.1 If complete, REMB Concerned Division endorses thru email to ITMS and LS the submitted documents for appropriate action (Day 1); or	3 (Working Days)	RE Developer; Chief,
	2.1.2 If incomplete, REMB Concerned Division thru EVOSS notifies the RE Developer to submit the complete documents.		REMB Concerned Division
	The process continues until such time that the RE developer submits the complete set of		

	application documents		
2	2.2. REMB, ITMS, and LS Concerned Divisions conduct the DOC evaluation including the possessory rights and production area, and endorse to REMB Concerned Division the result of the same.	7 Calendar Days	Director, Concerned Bureaus
	2.3 REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:		
	2.3.1 If compliant, the REMB Concerned Division endorses, thru the REMB Director, the approval of the DOC to the LS and Assistant Secretary supervising LS for CSW; or	2 Calendar Days	Chief, REMB Concerned Division
	2.3.2 If not compliant, the REMB Concerned Division, with approval from the REMB Director, notifies the RE Developer thru EVOSS its non- compliances and requires rectification of documents within 30 calendar days.		

3. RE Developer submits thru the EVOSS system the rectified application documents	3.1. REMB Concerned Division endorses thru email to ITMS and LS the rectified application documents for appropriate action. REMB, ITMS, and LS conduct evaluation on the rectified application documents, and endorse to REMB	30 Calendar Days (processing time for RE Developer)	RE Developer
	Concerned Division the result of the same.		
	3.2 REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:	5 Calendar Days	Director, Concerned Bureaus
	3.2.1 If compliant, the REMB Concerned Division endorses, thru the REMB Director, the approval of the DOC to the LS and Assistant Secretary supervising LS for CSW; or	2 Calendar Days	Chief, REMB Concerned Division
	3.2.2 If not compliant, the REMB Concerned Division, with approval from the REMB Director, informs the RE Developer thru		

	EVOSS the denial of its application.		
3.	• •		
	3.3.1 If approve, the Assistant Secretary supervising LS endorses to the Assistant Secretary supervising REMB for approval; or	2 Calendar Days	Supervising Assistant Secretary,
	3.3.2 If disapprove, the Assistant Secretary supervising LS returns to REMB Concerned Division for further action.		LS
3.	 Assistant Secretary supervising REMB conducts CSW: 		
	3.4.1 If approve, the Assistant Secretary supervising REMB endorses to Undersecretary supervising REMB for CSW; or	2 Calendar Days	Supervising Assistant Secretary, REMB
	3.4.2 If disapprove, the Assistant Secretary supervising REMB returns to REMB Concerned Division for further action.		
3.	5 Undersecretary supervising	2 Calendar Days	

	REMB conducts CSW:			
	3.5.1 If approve, the Undersecretary supervising REMB endorses to the Secretary for approval; or			Supervising Undersecretary,
	3.5.2 If disapprove, the Undersecretary supervising REMB returns to REMB Concerned Division for further action.			REMB
3.6	The Secretary acts on the matter:			
	3.6.1 If approve, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC); or		7 Calendar Days	Secretary
	3.6.2 If disapprove, the Secretary returns to REMB Concerned Division for further action			
3.7	REMB Concerned Division thru EVOSS System uploads the signed letter and COCOC, or notifies the denial of application whichever is applicable.		2 Calendar Days	Chief, REMB Concerned Division
Total Number of Days		;	31 Calendar Da	iys

OIL INDUSTRY MANAGEMENT BUREAU

(OIMB)



SUMMARY

Oil Industry Management Bureau (OIMB)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERNAL	SERVICES	
1.	Issuance of Acknowledgement of Notice to Denature Imported Bioethanol	3 Working Days	Simple
2.	Acknowledgement to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
3.	Accreditation to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
4.	Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry as Hauling Services	7 Working Days	Complex
5.	Notice of International Bunkering of Petroleum Products	7 Working Days	Complex
6.	Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry	7 Working Days	Complex
7.	Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant	7 Working Days	Complex
8.	Issuance of Acknowledgement of Notice to Purchase Locally-Sourced Biofuels	7 Working Days	Complex
9.	Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Lube Business Engagement in the Downstream Oil Industry	7 Working Days	Complex
10.	Issuance of Acknowledgement Letter to Notice of Crude Oil/Petroleum Products Importation and Exportation	7 Working Days	Complex
11.	Issuance of Acknowledgement Letter of Notice to Import Lubes, Greases and other Petroleum Products	7 Working Days	Complex
12.	Issuance of Acknowledgement of Notice to Sell or Purchase Imported Bioethanol	7 Working Days	Complex
13.	Notice of Local Purchase / Supply Sale of Petroleum Products	7 Working Days	Complex
14.	Issuance of Certification for Hauler	7 Working Days	Complex

15.	Issuance of Certificate of Compliance (COC) for Temporary Emergency Retail Outlet (TEROs)	7 Working Days	Complex
16.	Issuance of Acknowledgement of Notice to Import Bioethanol	7 Working Days	Complex
	Issuance of Certificate of Fuel Additive Registration	8 Working Days	Highly Technical
	Issuance Standards Compliance Certificate (SCC) for Dealer	20 Working Days	Highly Technical
	Issuance Standards Compliance Certificate (SCC) for Hauler	20 Working Days	Highly Technical
	Issuance Standards Compliance Certificate (SCC) for Marketer	20 Working Days	Highly Technical
	Issuance Standards Compliance Certificate (SCC) for Refiller	20 Working Days	Highly Technical
	Issuance Standards Compliance Certificate (SCC) for Retailer	20 Working Days	Highly Technical
23.	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)	20 Working Days	Highly Technical
24.	Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479	20 Working Days	Highly Technical
25.	Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479	20 Working Days	Highly Technical
26.	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
27.		20 Working Days	Highly Technical
28.	Issuance of Notice to Proceed (NTP) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
29.	Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MROs)	20 Working Days	Highly Technical
30.	Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
	Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
	Issuance of Standards Compliance Certificate (SCC) for Refiner / Importer / Import Terminal / Bulk Supplier / Bulk Plant	20 Working Days	Highly Technical
33.	Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs)	20 Working Days	Highly Technical

34.	Issuance of Standards Compliance Certificate (SCC) for Auto-LPG Dispensing Station	20 Working Days	Highly Technical
	INTERNAL SERVICE		
1.	Request from other Agencies, Bureaus and Services for Oil Industry Data / Statistics / Information	7 Working Days	Complex



Oil Industry Management Bureau

External Services



Issuance of Acknowledgement of Notice to Denature Imported Bioethanol

The activity of denaturing of imported bioethanol is provided by Section 6 (d) of the Revenue Regulations No. 8-2006 of Bureau of Internal Revenue (BIR) provides that the denaturing of imported bioethanol shall be conducted in the presence of the authorized representatives of the Oil Industry Participant, DOE, BIR and BOC, within forty-eight (48) hours immediately after completion of the unloading of bioethanol from the foreign vessel and transfer thereof to the customs bonded storage tank.

Office or Division:	Oil Industry Management Bureau (OIMB)		
Classification:	Simple Transaction		
Type of Transaction:	Government-2-Bus	iness	
Who May Avail:		dustry Biofuel Participant with approved Notice to Import Bioethanol	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
 Application indicating copy) 	ũ (Provided by applicant	
A. Details of Denatur and Activity	-		
1. Storage Tank No 2. Location 3. Date of Lifting 4. Venue of Denaturing			
 5. Bioethanol Volume (in liters) 6. Gasoline Volume as denaturant 7. Mode of transportation (Isotank/Barge) 		Provided by applicant	
8. Delivery Point/c B. Acknowledgment Bioethanol Issued	of Notice to Import		
1. Reference No. of Acknowledgement 2. Date of Acknowledgement 3. Supplier 4. Volume of Acknowledgement (in liters) 5. Balance of Imported Bioethanol Denatured (based on previous OIMB Acknowledgement) C. Contact Person		Provided by applicant	
1. Name		Provided by applicant	
2. Contact No.			

		e Acknowledgement of Bioethanol (1 copy)	Provided by applicant			
CL	IENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
t N	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. 	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau	
	Submit application to Records	2.1 Official receipt of application 2.2 Endorse	None	0.5 Working Days	Records Officer, RMD	
	Management Division	application to OIMB				
		2.3 Receive application and assign to respective division	None		Admin Staff OIMB-OD	
		2.4. Receive application and assign to respective section/ personnel			Admin Staff, OISMD	
		2.5. Process application and prepare Travel Order (TO) and Special Assignment (SA) to assigned personnel for the denaturing activity		1.5 Working Days	Science Research Specialist, Respective Division	
		2.6. Review and affix initial on the TO and SA, and endorse to Division Chief			Supervising SRS, Respective Division	
		2.7. Review and affix initial on the TO and SA, and endorse to Office of the Bureau Director			Division Chief, Respective Division	
		2.8. Review and affix initial on the TO and SA and	1	1 Working Day	Assistant Director, OIMB-OD	

2.9.	endorse application for Director's approval Review and approve endorsed TO and SA . Release approved			Director, OIMB-OD
2.10	TO and SA to respective division			Admin Staff, OIMB-OD
3.1.	Coordinate schedule of Denaturing to assigned personnel	None		Admin Staff, Respective
3.2.				Division
Total Number of Days			3 Working Day	S



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

The Acknowledgement to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants

Off	ice or Division:	Natural Gas Management Division (NGMD)				
Cla	ssification:	Complex Trans	Complex Transaction			
Тур	oe of Transaction:	Government-2-	-Business			
Wh	o May Avail:		nding to engaged in the importation of LNG and/or ransport of Natural Gas			
	CHECKLIST OF REQU	REMENTS	WHERE TO SECURE			
1.	Pre-Importation Notice					
	1.1 Details of Pre-Importa	tion Notice				
	1.1.1 Name of Compa					
	Accreditation No					
	1.1.2 Estimated quant					
	1.1.3 Specified quality	of Natural Gas				
	or LNG;					
	1.1.4 Estimated date of	of loading and				
	arrival (ETL & E	ТА);	Provided by Applicant			
	1.1.5 Supplier of impo		Frovided by Applicant			
	1.1.6 Estimated FOB					
	insurance cost a					
	importation cost;					
	1.1.7 Vessel particular					
	voyage number)					
	1.1.8 Country and por	t of loading and				
	discharge.					
	Supporting Document:					
	2.1 Proforma Invoice					
	Post-Importation Docum	ents				
	3.1 Commercial Invoice;					
	3.2 Import bill of lading;					
	3.3 Safety Data Sheet (SI	JS),	Provided by Applicant			
	3.4 Certificate of quality;3.5 Final import entry dec	loration: and				
	3.6 Statement of Settleme					
1	Taxes (SSDT)					
Note	· · · ·					
	A foreign-registered Applic	ant shall submit	Provided by Applicant			
	its legal, technical and final					

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g Officer, v Division

2	Submit of	b 4	Official reactions of		1	
3.	Submit of application to Records	3.1	Official receipt of application			
	Management				0.5 Working	Records Officer,
	Division with				Day	RMD
	copy of official					
	receipt and order					
	of submission	<u> </u>				
		3.1.1				
			Endorse			
			application to OIMB			
		3.2	Receive			
			application and			Admin Staff,
			assign to			OIMB-OD
			respective division			
<u> </u>		3.3	Receive			
		0.0	application and			
			assign to			Admin Staff,
			respective		3.5 Working Days	OIMB-NGMD
			section/	None		
			personnel			
		3.4	Process			
			application and			Science
			prepare			Research
			Acknowledgeme			Specialist,
			nt to Import LNG			Respective
			and/or Supply			Division
			and Transport			
		3.5	Natural Gas Review, evaluate			Supv. SRS,
		5.5	and act on the			Respective
			application			Division
		3.6	Review, evaluate			
			and act on the			Division Obtof
			application, and			Division Chief
			endorse to Office			Respective Division
			of the Bureau			DIVISION
	_	\perp	Director			
		3.7	Review and			
			endorse	-		Assistant
			application for			Director,
			Director's		2 Working Days	OIMB-OD
		20	approval Review and			
		3.8	Review and approve			Director,
			endorsed			OIMB-OD
			application			
L						

		3.9	Release approved application to respective division		Admin Staff, OIMB-OD
4.	Receipt of Acknowledgeme nt to Import LNG and/or Supply and Transport Natural Gas	4.1	Release of application to client	1 Working Day	Admin Staff, Respective Division
		4.2	File copy of the application and action for safekeeping		
		4.3	Provide copy to Records Management Division		
Тс	Total Number of Days			7 Working Days	



Accreditation to Import LNG and/or Supply and Transport of Natural Gas

The Accreditation to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants

0	ffice o	or Division:	Natural Gas Manao	gement Division (NGMD)		
		ication:				
			Complex Transaction			
T	ype o	f Transaction:	Government-2-Bus			
W	/ho M	ay Avail:	Entities intending to supply and transpo	o engaged in the importation of LNG and/or rt of Natural Gas		
	CH	ECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1.		er of Intent with th mation	e following			
	1.1		e (Business name, one number/s, email			
	1.2	Contact Person and	and Contact Details;	Provided by Applicant		
	1.3	Activity to engage -Import; -Supply and Tran -Both				
2.	Supp	porting document	s required			
	2.1	Importer				
	2.1.1	Articles of Incorp Registration app and Exchange including Au Statement, if	ooration/Certificate of roved by Securities Commission (SEC) udited Financial corporation and Trade and Industry oprietorship;	Securities and Exchange Commission (SEC)		
2.1.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;			olution naming their	Provided by Applicant		
	2.1.3	Business Permit;		Local Government Unit (LGU), where the facility is located.		
	2.1.4	Importer's Cle	earance Certificate Bureau of Internal	Bureau of Internal Revenue		

-		
2.1.5	Certificate of Accreditation as Importer from the Bureau of Customs;	Bureau of Customs
2.1.6	Duly executed redacted importation agreement; and	Provided by Applicant
2.1.7	Other supporting and relevant documents that the law or rules may require.	Provided by Applicant
2.2	Supplier	
2.2.1	Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;	Securities and Exchange Commission (SEC)
2.2.2	Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;	Provided by Applicant
2.2.3		Local Government Unit (LGU), where the facility
	Business Permit;	is located.
2.2.4	Duly executed redacted supply agreement; and	Provided by Applicant
2.2.5	Other supporting and relevant documents that the law or rules may require.	
Notes:		
 A fore its leg in Eng by its covera The a two (2 financ in PDI use of in sing maps Origin be pr 	eign-registered Applicant shall submit val, technical and financial documents glish language and duly authenticated a embassy which has operational age of the Philippines; pplication must be both in paper, with) complete sets of legal, technical, and ial documents, and digital (USB Drive F format). Recommended format is the the Times New Roman at 12 font and gle line spacing, figures in A4 size and at an appropriate scale; al copy of the above documents shall esented to OIMB for authentication ses; and	Provided by Applicant

4.	corporation/comp Certificate (for Authorization Let required indicatin	oany; corpo ter (f g tha cansa	representative of the Secretary's pration) or notarized or company) shall be t the applicant/person ct with DOE on behalf apany.			
(CLIENT STEPS	4	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
		1.3	If incomplete, return to client.			
2.	Pay applicable fees	2.1	Process payment and issue Official Receipt	Supply of natural gas - Php 81,000.00 per project application		Collecting Officer, Treasury Division
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application	None	0.5 Working Day	Records Officer, RMD
		3.2	Endorse application to OIMB			
		3.3	Receive application and assign to respective division		2 5 Morting	Admin Staff, OIMB-OD
		3.4	Receive application and assign to respective section/ personnel		3.5 Working Days	Admin Staff, OIMB

	3.5	Process application and prepare Accreditation to Import LNG and/or Supply and Transport Natural Gas			Science Research Specialist, Respective Division
	3.6	Review, evaluate and act on the application			Supv. SRS, Respective Division
	3.7	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, Respective Division
	3.8	Review and endorse application for Director's approval			Assistant Director, OIMB-OD
	3.9	Review and approve endorsed application		2 Working Days	Director, OIMB-OD
	3.10	Release approved application to respective division	None		Admin Staff, OIMB-OD
4 Receipt of Accreditation to Import LNG and/or Supply and Transport Natural Gas	4.1	Release of application to client		1 Working Day	Admin Staff, Respective Division
	4.2	File copy of the application and action for safekeeping			
	4.3	Provide copy to Records Management Division			
Total Number of I	Days			7 Working Day	5



Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry as Hauling Services

DOE-OIMB's issuance of Acknowledgment letter to prospective downstream oil players' notification of its engagement in any activity or business in the downstream oil industry and compliant to the submission of documentary requirements pursuant to Section 5 and 6 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act.

Office or Division:	Oil Industry C	Competition and Monitoring Division (OICMD)
Classification:	Complex Tra	nsaction
Type of Transaction:	Government-	2-Business
Who May Avail:Entities inten as Hauling S		ding to engage in the downstream oil industry ervice
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE
1. Notarized Application Form (1 сору)	OIMB/COR#002-NTEB-HS Annex A
2. Company Profile Form (1 co	py)	OIMB/COR#002-NTEB Annex B
3. Supporting Documents (1	сору)	
3.1. Business Registration fr (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
 Business/Mayor's Permit (updated) (1 copy) 		Local Government Unit
3.3. Bureau of Internal Reve Registration. (1 copy)		Bureau of Internal Revenue (BIR)
3.4. Land Transportation Off and CR (1 copy per veh		Land Transportation Office (LTO)
3.5. Bureau of Fire Protection (BFP) Conveyance Permit (1 copy per vehicle)		Bureau of Fire Protection (BFP)
3.6. Department of Science and Technology (DOST) Calibration Certificate (1 copy per vehicle)		Department of Science and Technology (DOST)
3.7. Maritime Industry Autho Registry Number (1 cop		Maritime Industry Authority (MARINA)

	3.8. Philippine Por Certificate of A per vessel)	ts Authority (PPA) Accreditation (1 copy	Ph	ilippine Ports Autho	ority (PPA)
No	tes:				
1.			Provided by Applicant		
2.	corporation/compa Certificate (for corp Authorization Lette be required indicat	ooration) or notarized r (for company) shall ing that the authorized to transact If of the	Provided by Applicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division)			
		1.3 If incomplete,			
2.	Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 1,000.00		Collecting Officer, Treasury Division
3.	Submit of application to Records	3.1 Official receipt of application		0.5 Working Day	Records Officer, RMD
	Management Division with copy of official receipt and order	3.1.1 Endorse application to OIMB	None		
	of submission	3.2 Receive application and assign to respective division		4.5 Working Days	Admin Staff, OIMB-OD

	3.3 Receive		
	application and		
	assign to		Admin Staff,
	respective		OIMB
	section/		
	personnel		
	3.4 Evaluate/process		
	application and		
	prepare		
	Acknowledgemen		
	t letter as a		
	registered entity		
	3.5 Require applicant		
	to submit		
	additional data/		
	information in		
	support to the		
	DOI Registration		
	processing		
	proceeding		Science
	Notes:		Research
	(Waiting time for		Specialist,
	the additional		Respective
	requirement		Division
	submission shall		DIVISION
	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.		
	3.6 Review and		
	recommend		
	approval of the		
	evaluated		Supv. SRS,
	application/		Respective
	Acknowledgment		Division
	letter to applicant		
	and recommend		
	approval		
	3.7 Review and	1	
	endorse to OBD		Division Chief,
	for approval of		Respective
	the evaluated		Division
<u> </u>			

		Acknowledgment letter to applicant and recommend			
		approval			
	3.8	Review and endorse application for Director's approval			Assistant Director, OIMB-OD
	3.9	Review and approval of Acknowledgeme nt letter to applicant as a registered entity		2 Working Days	Director, OIMB-OD
	3.10	Release of signed Acknowledgeme nt letter to OICMD			Admin Staff, OIMB-OD
4 Receipt of signed Acknowledgeme nt Letter	4.1	Release of application to client			
	4.2	File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	4.3	Provide copy to Records Management Division			
Total Number of D	ays			7 Working Days	;



Notice of International Bunkering of Petroleum Products

This notice of bunkering of international vessels in Philippine waters, bunkering of aircraft for domestic service and liftings from Customs Bonded Warehouses located outside the source freeports/special economic zones, but which shall be eventually used for international bunkering shall be filed <u>not later than ten</u> (10) working days after bunkering indicating the details and submission of accompanying documents. The OIMB shall correspondingly issue an Acknowledgement to Notice of International Bunkering within seven (7) working days from receipt thereof.

Office or Division:	Oil Industry Ma	anagement Bureau (OIMB)	
Classification:	Complex Transaction		
Type of Transaction:	Government-2	-Business	
Who May Avail:	Registered dov international bu	wnstream oil industry entities engaged in unkering.	
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
Application indicating the fol 1.1 Company Details 1.1.1	lowing: (1 copy)	Provided by applicant	
Business name			
1.1.2 Address			
1.1.3 Telephone / Fax Num	ber		
1.1.4 Email Address			
1.1.5 Name of Authorized Representative/Signal	orv		
1.2 Shipment Details			
1.2.1 Product Type			
1.2.2 Quantity (in KL/CBM/ł	(B/bbl)		
1.2.3 Buyer & Address			
1.2.4 Place of Bunkering			
1.2.5 Estimated Date of Loading/Bunkering			
1.2.6 Name of Vessel/Trans	sporter		

	1.2.7 Destination				
	1.3 Estimated P	of Vessel/Transporter			
	1.3.1	lice			
	FOB Price				
	1.3.2				
	Insurance C	ost			
	1.3.3				
	Freight Cost	t			
2.	Certificate of Quali			Provided by sup	plier
3.		for Specific Vessels (1		Drovided by P	
	copy)			Provided by B	50
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		 1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) 			
		1.3 If incomplete, return			
2.	Pay Applicable fees	to client. 2.1 Process payment and issue Official Receipt	Php 350.00		Collecting Officer, Treasury Division
3.	Submit application to Records Management Division with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working Day	Records Officer, RMD
		3.1.1 Endorse application to OIMB			
		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, OIMB
	3.4 Process application and prepare Acknowledgement letter			Science Research Specialist, Respective Division	
	3.5	Review, evaluate and act on the application			Supv. SRS, Respective Division
	3.6	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, Respective Division
	3.7	Review and endorse application for Director's approval	None		Assistant Director, OIMB-OD
	3.8	Review and approve endorsed application		2 Working Days	Director, OIMB-OD
	3.9	Release approved application to respective division			Admin Staff, OIMB-OD
 Receipt of Acknowledgeme nt Letter 	4.1	Release of application to client			
	4.2	File copy of the application and action for safekeeping			Admin Staff, Respective Division
	4.3	Provide copy to Records Management Division			
Total Number of D	ays			7 Working Day	5



Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry

DOE-OIMB's issuance of Acknowledgment letter to prospective downstream oil players' notification of its engagement in any activity or business in the downstream oil industry and compliant to the submission of documentary requirements pursuant to Section 5 and 6 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act.

Office or Division:	Oil Industry Competition	on and Monitoring Division (OICMD)	
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Busine	SS	
Who May Avail:	Entities intending to e downstream oil industream o	ngage in any activity or business in the ⁄y	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Application Form (1 copy))	OIMB/COR#002-NTEB Annex A	
2. Company Profile Form (1		OIMB/COR#002-NTEB Annex B	
3. Depot/Import Terminal Pr		OIMB/COR#002-NTEB Annex C	
4. Refinery Profile Form (1 c		OIMB/COR#002-NTEB Annex D	
5. Terminalling Profile Form	(1 copy)	OIMB/COR#002-NTEB Annex E	
6. Supporting Documents			
6.1 Prior To Construction	n of the Facility/ies		
6.1.1		Securities and Exchange Commission	
Business Registration	n from SEC/DTI (1	(SEC) / Department of Trade and	
сору)		Industry (DTI)	
6.1.2			
Building Permit (1 co	ру)	Local Government Unit	
6.1.3			
Zoning Clearance (1 6.1.4	сору)		
Site Development Pla	an with cufficient		
•	orted by blue print copy		
with legend (1 copy)	once by blue print copy	Applicant	
6.1.5		Application	
	h sufficient description		
	e print copy with legend		
(1 copy)			
6.1.6		Department of Environment and Natural	
	liance Certificate (ECC)	Resources – Environmental Management	
of the site and the fac		Bureau	
6.2 Prior to Engagement	, Operation and		
Importation			

6.2.1 Business Registration from SEC/DTI (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.2.2 Business/Mayor's Permit (updated) (1 copy)	Local Government Unit
6.2.3 Fire Safety Inspection Certificate (FSIC) (1copy)	Bureau of Fire Protection (BFP)
6.2.4 Occupancy Permit (1 copy)	Local Government Unit
6.2.5 Certificate of Accreditation as Importer (1 copy)	Bureau of Customs (BOC)
6.2.6 Bureau of Internal Revenue (BIR) Permits: 6.2.6.1	
BIR Registration (1 copy) 6.2.6.2 Permit to Import Petroleum Products subject to Excise Tax (1 copy)	Bureau of Internal Revenue (BIR)
6.2.6.3 Permit to Produce Biofuel Blended Gasoline and/or Diesel (1 copy)	
6.2.6.4 Permit to Operate Storage Facility/ies (1 copy)	
6.2.7 Chemical Control Order (CCO) for importation of aviation gas (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau
6.2.8 Land Transportation Office (LTO) OR and CR (1 copy per vehicle)	Land Transportation Office (LTO)
6.2.9 Bureau of Fire Protection (BFP) Conveyance Permit (1 copy per vehicle)	Bureau of Fire Protection (BFP)
6.2.10 Department of Science and Technology (DOST) Calibration Certificate (1 copy per vehicle)	Department of Science and Technology (DOST)
6.2.11 Maritime Industry Authority (MARINA) Registry Number (1 copy per vessel)	Maritime Industry Authority (MARINA)
6.2.12 Philippine Ports Authority (PPA) Certificate of Accreditation (1 copy per vessel)	Philippine Ports Authority (PPA)
 7. If the facilities are leased 7.1 Lease Agreement/Contract with the owner of the facilities consistent with the applied activity/ies (1 copy) 	Applicant
7.1.1 Storage	

7.1.2	Blending	
	8	
	0	
	anor rogram (for importers of gasoline	
	Written Request for Accreditation (1 copy)	Applicant
		Appliount
		Bureau of Internal Revenue (BIR)
0.0		Dureau of internal revenue (Dirty
84		
0.1		
8.5		
0.0		
8.6		Applicant
		. it is a second
8.7		
	/retrofitted retail outlets where bioethanol-	
	blended products shall be marketed) (1	
	copy)	
8.8	Certificate of Compatibility of Equipment	
	for alternative fuels issued by contractor (1	
	сору)	
8.9	Process Flowchart of Ethanol Importation	
	and Ethanol blending facility (1 copy)	
8.10	Timetable of product launching or	
	introduction of product into the market (1	
	copy)	
8 11	List including addresses of its retail	
0.11		
	E-gasoline products. (1 copy)	
0.40		A 11 <i>A</i>
8.12		Applicant
	,	
	(T copy)	
	7.1.3 7.1.4 Prior t as an Bioeth only) 8.1 8.2 8.3 8.4 8.5 8.6 8.6 8.7 8.7 8.8 8.8 8.8	 7.1.3 Distribution 7.1.4 Retailing Prior to operation and importation - Accreditation as an Oil Industry Participant under the Fuel Bioethanol Program (for importers of gasoline only) 8.1 Written Request for Accreditation (1 copy) 8.2 Supporting Documents for Initial Issuance 8.3 Permit to Import Denatured Alcohol and Produce Ethanol Blended Gasoline (1 copy) 8.4 Permits to operate dedicated storage tanks and to import ethanol (1 copy) 8.5 Permit to Operate to produce Biofuel-Blended Gasoline (E-10) (1 copy) 8.6 Location of tanks, Tank ID No., and Capacity (MB) duly approved by BIR (1 copy) 8.7 Proof of technical and physical logistical capability to handle bioethanol products appropriate and commensurate to the scope of activity applied for DOE accreditation (provision of dedicated storage tanks and/or especially modified /retrofitted retail outlets where bioethanol-blended products shall be marketed) (1 copy) 8.8 Certificate of Compatibility of Equipment for alternative fuels issued by contractor (1 copy) 8.10 Timetable of product launching or introduction of product launching or introduction of product into the market (1 copy) 8.11 List, including addresses, of its retail outlets marketing E-gasoline, and the corresponding work, maintenance and/or retrofitting program to be undertaken to ensure compatibility of handle and dispense E-gasoline products. (1 copy)

Note	es:					
1.		of the above documents s DIMB for authentication p			Applic	ant
2.	corporation/co (for corporation Letter (for com that the applica transact with D	t is a representative of the mpany; Secretary's Certi n) or notarized Authorizat pany) shall be required in ant/person is authorized to OOE on behalf of the mpany. (1 copy)	ficate tion ndicating			
CI	LIENT STEPS	AGENCY ACTIONS	FEES T PAI		PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	 1.1 Review of completeness of documents against checklist of requirement 	None			Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division)				
		1.3 If incomplete, return to client.				
	Pay applicable fees	2.1 Process payment and issue Official Receipt	App. F Ph 1,000.0 Notic Engage busin Php 50 Certific Accred under Fu Bioeth Prog	o. 0 – for e to in the ess 0.00 – ate of itation the el anol		Collecting Officer, Treasury Division
3.	Submit of application to Records	3.1 Official receipt of application	Non	е	0.5 Working Day	Records Officer, RMD

Management	3.0	Endorse			
Management Division with	3.Z	application to			
copy of official		OIMB			
receipt and	3.3	Receive			
order of	5.5	application and			
submission		assign to			Admin Staff
500111551011		respective			OIMB-OD
		division			
	3.4	Receive			
	5.4	application and			
		assign to			Admin Staff,
		respective			OICMD
		section/			oromi
		personnel			
	3.5	Evaluate/process			
		application and			
		prepare			SRS,
		Acknowledgeme			OICMD
		nt letter as a			
		registered entity			
	3.6	Require applicant			
		to submit			
		additional data/			
		information in			
		support to the			
		DOI Registration		4.5 Working	
		processing		Days	
				Days	
	Note				
		(Waiting time for			
		the additional			
		requirement			SRS,
		submission shall			OICMD
		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.			
	3.7	Review and			
	Ŭ.,	recommend			
		approval of the			SRS,
		evaluated			OICMD
		application/			
	1	-ppilocitorii	1		1

	Acknowledgment			
	letter to applicant and recommend			
	approval			
3.8	Review and			
	endorse to OBD			
	for approval of			
	the evaluated			Division Chief,
	application/			OICMD-OIMB
	Acknowledgment			
	letter to applicant			
	and recommend			
3.9	approval Review and			
0.0	endorse			Assistant
	application for			Director,
	Director's			OIMB-OD
	approval			
3.10	Review and			
	approval of			
	Acknowledgeme		2 Working	Director,
	nt letter to		Days	OIMB-OD
	applicant as a registered entity			
3 11	Release of			
0.11	signed			
	Acknowledgeme			Admin Staff,
	nt letter to			OIMB-OD
	OICMD			
4. Receipt of 4.1	Release of	None		
signed	application to			
Acknowledge	client			
ment Letter 4.2	File conv of the			
4.2	File copy of the application and			Admin Staff,
	action for			OICMD
	safekeeping			
4.3	Provide copy to			
	Records			
	Management			
	Division			
Total Number of Day	/S		7 Working Day	S



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

DOE - OIMB's issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant who are compliant to the prescribed qualifications for accreditation and the documentary requirements as set forth in DC 2021-06-0014 "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers, and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act".

Office or Division: Oil Industry Co		Competition and Monitoring Division (OICMD)	
Classification: Complex Transaction			
Type of Transaction: Government-2-Business			
Who May Avail:Business English following activityWho May Avail:1. All Refine gasoline a 2. Refiners a of bioetha Refiners;		ers and Importers who are engaged in the sale of and diesel in the Philippines; and Importers who are engaged in the importation anol for domestic sale to other Importers or	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Written Request for Accreditation (1 copy)		DOE-OIMB (Annex A-Application form)	
2. Supporting Documents for Initial Issuance			
2.1 Photocopy of DOE acknowledgment lette that the Applicant is a acknowledged DOI Pa pursuant to Section 5, of the Downstream Oi Deregulation Act of 19	duly articipant Chapter II I Industry	Applicant	
2.2 Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) (1 copy)		Bureau of Internal Revenue (BIR)	
2.3 Certified true copy of produce Bioethanol-b Gasoline (E-Gasoline	lended	Bureau of Internal Revenue (BIR)	

	FAME-Blended Diesel Oil (B2) (1	
	сору)	
2.4	Certified true copy of Permit to	
	operate storage facility with	
	enumeration of dedicated tank ID	Pursou of Internal Povenue (PIP)
	number, location, capacity and	Bureau of Internal Revenue (BIR)
	product content each for biofuel,	
	Gasoline and Diesel (1 copy)	
2.5	Notarized undertaking of the	
2.0	availability of blending facility,	
	either owned or on lease, attached	
	with lay-out plan with	
0.0	corresponding pictures (1 copy)	
2.6	,	
	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)	
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	
	сору)	
3. Sup	porting Documents for Renewal	
3.1	Written request for renewal of	DOE OIMP (Appay P Application form)
	Accreditation	DOE-OIMB (Annex B-Application form)
L		

3.2	operate as In article specifi	copy of Permit to porter of excisable cally petroleum soline and/or Diesel)	Burea	au of Internal Rev	enue (BIR)	
3.3	produce Bioe Gasoline (E-(Biodiesel-ble Blended Dies	copy of Permit to thanol-blended Gasoline) and/or nded Diesel (FAME- sel Oil) (1 copy)	Burea	au of Internal Rev	enue (BIR)	
3.4 Certified true copy of Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel (1 copy)			Burea	au of Internal Rev	enue (BIR)	
3.5	availability of either owned with lay-out p	dertaking of the blending facility, or on lease, attached lan with g pictures (1 copy)	Applicant			
3.6 Notes:	company-ow or on supply- venture or su please submi Copy of the jo	ned, on joint venture contract. If on joint pply contract only, it the Certified True pint venture or supply ith the retail outlets	Applicant			
 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	
Oil I	ndustry agement	 1.1 Review of completeness of documents against checklist of requirement 	BE PAID TIME RESPONSITION of Officer of the day/Assign Processon Officer of the day/Assign Processon list None Officer of the day/Assign Processon			

2.	Pay Application Fee	1.2 1.3 2.1	If complete, issue Order of Payment for fees and Order of Submission If incomplete, return to client. Process payment and issue Official Receipt	Application Fee – Php 500.00 – Certificate of Accreditation as a Downstream Oil Industry		Cashier, Treasury Division Records Officer, RMD Collecting Offcier, Treasury Division
3.	Submit of application to	3.1	Official receipt of application	(DOI) Biofuel Participant	0.5 Working Day	
	Records Management Division with copy of official receipt	3.2	Endorse application to OIMB			Records Officer, RMD
	and order of submission	3.3	Receive application and assign to respective division			Admin Staff, OIMB-OD
		3.4	Receive application and assign to respective section/ personnel	None		Admin Staff, OICMD
		3.5	Evaluate/process application and prepare Acknowledgeme nt letter as a registered entity		4.5 Working Days	Science Research Specialist, OICMD
		3.6	Require applicant to submit additional data/ information in support to the DOI Registration processing			SRS, OICMD

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. 3.7 Review and recommend approval of the evaluated approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval
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. 3.7 Review and recommend application/ Acknowledgment letter to applicant and recommend
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. 3.7 Review and recommend application/ Acknowledgment letter to applicant and recommend
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time to the processing days of the DOI Registration application) Notification via mail or e-mail or phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated Acknowledgment letter to applicant and recommend
processing days of the DOI Registration application) Registration Registration application) Notification via mail or e-mail or phone call is within three (3) days. Supv. SRS, Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
the DOI Registration application) Notification via mail or e-mail or phone call is within phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated Supv. SRS, application/ Acknowledgment letter to applicant Division
the DOI Registration application) Notification via mail or e-mail or phone call is within phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated Supv. SRS, application/ Acknowledgment letter to applicant Division
application) Notification via mail or e-mail or phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
application) Notification via mail or e-mail or phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
mail or e-mail or phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
mail or e-mail or phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
phone call is within three (3) days. 3.7 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend Supv. SRS, Respective Division
three (3) days. 3.7 Review and recommend approval of the evaluated application/ Supv. SRS, Respective Division Acknowledgment letter to applicant and recommend Division
3.7 Review and recommend approval of the evaluated application/ Supv. SRS, Respective Division Acknowledgment letter to applicant and recommend Division
recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend
approval of the evaluated application/ Acknowledgment letter to applicant and recommendSupv. SRS, Respective Division
evaluated Supv. SRS, application/ Respective Acknowledgment Ietter to applicant and recommend
application/ Acknowledgment letter to applicant and recommendRespective Division
Acknowledgment Division letter to applicant and recommend
letter to applicant and recommend
and recommend
appioval
3.8 Review and
endorse to OBD
for approval of
the evaluated Division Chief,
application/
Acknowledgment
letter to applicant
and recommend
approval
3.9 Review and
endorse Assistant
application for Director,
Director's OIMB-OD
approval
3.10 Review and
approval of 2 Working Days
Acknowledgeme Director,
nt letter to OIMB-OD
applicant as a
registered entity
3.11 Release of Admin Staff,
Signed
Acknowledgeme

	nt letter to OICMD		
4 Receipt of signed Acknowledgement Letter	4.1 Release of application to client		
	4.2 File copy of the application and action for safekeeping	None	Admin Staff, Respective Division
	4.3 Provide copy to Records Management Division		
Total Number of Day	/S	7 Workir	ng Days



Issuance of Acknowledgement of Notice to Purchase Locally-Sourced Biofuels

This notice to Purchase Locally-Sourced Biofuels shall be filed <u>not later than</u> <u>seven (7) days prior to the day of actual lifting of every volume</u> of bioethanol or biodiesel contracted by the oil industry participant, strictly intended for the Fuel Bioethanol Program of the government indicating the details and submission of accompanying documents. The OIMB shall correspondingly issue an Acknowledgement of Notice to Purchase Locally-Sourced Biofuels within seven (7) working days from receipt thereof.

Office or Division:	Office or Division: Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2	overnment-2-Business		
Who May Avail:	Registered downstream oil industry entities accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUI	WHERE TO SECURE			
1. Application indicating the following the	lowing: (1 copy)	Provided by applicant		
1.1 Company Details				
1.1.1 Business name				
1.1.2 Address				
1.1.3 Telephone / Fax Nur	nber			
1.1.4 Email Address				
1.1.5 Name of Authorized	aton			
Representative/Signatory 1.2 Shipment Details				
1.2.1 Product Type				
1.2.2 Quantity of Cargo (in				
KL/CBM/KB/bbl)				
1.2.3 Supplier				
1.2.4 Loadport				
1.2.5 Estimated Date of Pi	ck-up			
Date/Period				
1.2.6 Disport				
1.2.7 Name of Vessel	and Nicconstruction			
1.2.8 Flag of Vessel/ Voya 1.3 Estimated Price	ge Number			
1.3.1 FOB Price				
1.3.2 Insurance Cost				
1.3.3 Freight Cost				
2. Certified true copy of Proform	na Invoice (1	Descride d has seen a line		
copy)	•	Provided by supplier		
3. Photocopy of the LMA issue	d by OIMB for	Provided by DOE		

	the applied quart	er (B	ioethanol) (1 copy)			
4.					Provided by sup	plier
	CLIENT STEPS	4	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement.	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
		1.3	If incomplete, return to client.			
2.	Pay applicable fees	2.1	Process payment and issue Official Receipt	App. Fee – Php. 350.00		Collecting Officer, Treasury Division
3.	Submit application to Records Management Division with copy of official receipt and order of submission	4.1	Official receipt of application		0.5 Working Day	Records Officer, RMD
		3.2	Endorse application to OIMB	Nono		
		3.3	Receive application and assign to respective division	- None	4.5 Working Days	Admin Staff, OIMB-OD
		3.4	Receive application and assign to respective section/ personnel			Admin Staff Office of the Division Chief
		3.5	Process application and prepare Acknowledgement letter			SRS, Respective Division
		3.6	Review, evaluate			Supv. SRS,

		and act on the application			Respective Division
	3.7	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, Respective Division
	3.8	Review and endorse application for Director's approval	None		Assistant Director, OIMB-OD
	3.9	Review and approve endorsed application		2 Working Days	Director, OIMB-OD
	3.10	Release approved application to respective division			Admin Staff, OIMB-OD
4. Receipt of Acknowledgem ent Letter	4.1	Release of application to client			Admin Staff, Respective Division
	4.2	File copy of the application and action for safekeeping			
	4.3	Provide copy to Records Management Division			
Total Number of Days 7 Working Days					s



Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Lube Business Engagement in the Downstream Oil Industry

DOE-OIMB's issuance of Acknowledgment letter to prospective downstream oil players' notification of its engagement in any activity or business in the downstream oil industry Specifically to Lube business and compliant to the submission of documentary requirements pursuant to Section 5 and 6 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act

Office or Division:	Oil Industry Sta	andards and Monitoring Division (OISMD)			
Classification:	ification: Complex Transaction				
Type of Transaction:	Government-2	nent-2-Business			
Who May Avail:	Entities intendi downstream oi	ng to engage in the lubes business in the I industry			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1.Application indicating the foll1.1Business name1.2Address1.3Telephone / Fax Num1.4Email Address	nber	Provided by applicant (see sample template)			
 2. Company profile indicating the following: (1copy) 2.1 Scope of operation 2.2 Activity 2.3 Business plan 2.4 Investment cost 2.5 Target market (consumer and geographical) 2.6 Product supplier 		Provided by applicant			
 SEC Certificate of Registration of Incorporation / DTI Regist Certificate (1 copy) 	ration	Securities and Exchange Commission / Department of Trade and Industry			
 Current Mayor's Permit / Bus (1 copy) 		Local government unit / PEZA			
4.1 PEZA Registration an applicable					
5. BOC Importers Accreditation Certificate of Registration (1	copy)	Bureau of Customs			
For Lube manufacturer / Wareho Requirement	use: Additional				
6. Fire Safety Inspection Certifi	cate (1 copy)	Bureau of Fire Protection			

	6.1 If leased pro agreement	perty, proof of			
7. 8. 9.			Provided by applicant		
1.	Original copy of the be presented to OI purposes If the applicant is a corporation/compa Certificate (for corp Authorization Lette required indicating	boration) or notarized or (for company) shall be that the applicant/person nsact with DOE on	Provided by applicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)
		 1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) 			
		1.3 If incomplete, return to client.			
2.	Pay application fees	2.1 Process payment and issue Official Receipt	Php 1,000.00		Cashier, Treasury Division
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working Day	Records Officer, RMD

	3.1.1			
	Endorse			
	application to			
	OIMB			
	3.2 Receive application	None	4.5 Working	Advation Staff
	and assign to		Days	Admin Staff, OIMB-OD
	respective division			
	3.3 Receive application	None		
	and assign to			Admin Staff,
	respective section/			OISMD
	personnel			
	3.4 Process application			
	and prepare lubes			Science
	business			Research
	engagement			Specialist,
	acknowledgement			OISMD
	letter			
	3.5 Review, evaluate			Supv SRS,
	and act on the			ÖISMD
	application 3.6 Review, evaluate			
	and act on the			
	application, and			Division Chief,
	endorse to Office of			OISMD
	the Bureau Director			
	3.7 Review and endorse		2 Working	Assistant
	application for		Days	Director,
	Director's approval			OIMB-OD
	3.8 Review and approve			
	endorsed			Director,
	application			OIMB-OD
	3.9 Release approved			
	application to			
	respective division			
4. Receipt of Lubes	4.1 Release of			
Business	application to client			
Acknowledgement				
Letter				Admin Staff,
	4.2 File copy of the			OIMB-OD
	application and			
	action for			
	safekeeping			
	4.3 Provide copy to Records			
	Management Division			
Total Number of D	ays		7 Working Days	6



Issuance of Acknowledgement Letter to Notice of Crude Oil/Petroleum Products Importation and Exportation

This notice shall be filed not later than seven (7) working days prior to the day of loading of every shipment of Crude Oil/Petroleum Products imported/exported by the Oil Industry Participant indicating the details and submission of accompanying documents. The OIMB shall correspondingly issue an Acknowledgement of Notice of Crude Oil/Petroleum Products importation within seven (7) working days from receipt thereof.

Office or Division:	Oil Industry Manag	ement Bureau (OIMB)		
Classification:	Complex Transacti	on		
Type of Transaction:	Government-2-Bus	Business		
Who May Avail:	Registered downstic crude and petroleu	ream oil industry entities intending to import m products		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
 Application indicating copy) 	the following: (1	Provided by applicant		
1.1 Company De				
1.1.1 Business nam	е			
1.1.2 Address				
1.1.3 Telephone / F		Provided by applicant		
1.1.4 Email Address		5 11		
1.1.5 Name of Auth				
Representativ1.2Shipment Detection	<u> </u>			
1.2.1 Product Type	lalis			
1.2.2 Quantity of Ca	urao (in			
KL/CBM/KB/b				
1.2.3 Supplier /Buye	/			
1.2.4 Loadport		Drevided by evelinent		
1.2.5 Estimated Dat	e of Loading (ETL)	Provided by applicant		
1.2.6 Estimated Dat	e of Arrival (ETA)			
1.2.7 Disport				
1.2.8 Name of Vess				
	/ Voyage Number			
1.3 Estimated Pr	ice			
1.3.1 FOB Price				
1.3.2 Insurance Cos	st	Provided by applicant		
1.3.3 Freight Cost				
2. Proforma Invoice (1 c 3. Product Guaranteed S		Provided by supplier		
3. Product Guaranteed S Quality from the Supp				

4.	and similar petrol products, clearan pursuant to RA 6 Hazardous and N Act of 1990" (1 co			DENR-EMB	
5.	Safety Data Shee	ased solvents, Material et (MSDS) indicating the t percentage (1 copy)		Provided by sup	plier
6.	Export Manifest a copy)	de/petroleum products: and Release Certificate (1		Provided by Ve	ssel
	Bill of Lading (1 c Commercial Invo			Provided by the S	Seller
(CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) 1.3 If incomplete, return to client. 	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
2.	Pay Application fee	2.1 Process payment and issue Official Receipt	Php 350.00		Collecting Officer, Treasury Division
3.	Submit application to	3.1 Official receipt of application	None	0.5 Working Days	Records Officer, RMD
	Records Management Division with	3.2 Endorse application to OIMB			
	copy of official receipt and order of submission	3.3 Receive application and assign to respective division	None	4.5 Working Days	Admin Staff OIMB-OD
		3.4 Receive application and assign to respective section/ personnel			Admin Staff, OIMB

			Management Division			
		4.3	Provide copy to Records			
			File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
4	Receipt of Acknowledgem ent Letter	4.1	Release of application to client			
		3.10	Release approved application to respective division			Admin Staff, OIMB-OD
		3.9	Review and approve endorsed application		2 Working Days	Director, OIMB-OD
		3.8	Review and endorse application for Director's approval			Assistant Director, OIMB-OD
		3.7	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, Respective Division
		3.6	Review, evaluate and act on the application			Supervising SRS, Respective Division
			application and prepare Acknowledgement letter			Research Specialist, Respective Division
		3.5	Process			Science Research



Issuance of Acknowledgement Letter of Notice to Import Lubes, Greases and other Petroleum Products

DOE-OIMB's issuance of Acknowledgment letter to engaged downstream oil players' notification of its importation of petroleum products whether for trade or for his own use or requirement and compliant to the submission of documentary requirements pursuant to Section 6 and 7 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act

Office or Division:	fice or Division: Oil Industry Standards and Monitoring Division (OISMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Bus	isiness			
Who May Avail:		ding to import / export petroleum products be, grease and other petroleum products.			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
address, teleph	ne following: (1 copy) s (business name, one / email add, s, quantity, price,	Provided by applicant (see sample template)			
packaging type1.3Port of loading a1.4Estimated date	& port of discharge				
arrival (ETL/ET					
1.5 Supplier informa importation); Co exportation)					
1.6 Shipment term					
 1.7 Vessel and voya Proforma invoice or cor packing list and bill of la Product guaranteed / T 	nmercial invoice, ading ypical Specification /	Provided by supplier			
Safety Data Sheet (for new products / first importation) showing product composition and use					
NOTES:					
 Original copy of the above documents shall be presented to OIMB for authentication purposes 		Provided by applicant			
 If the applicant is a repr corporation/company; S Certificate (for corporat 	Secretary's				

	required indicating	r (for company) shall be that the applicant/person nsact with DOE on ration/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 by the OIMB	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division
		1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
		1.3 If incomplete, return to client.			
2.	Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 350.00		Cashier, Treasury Division
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1 Official receipt of application3.1.1.Endorse application	None	0.5 Working Days	Records Officer, RMD
		to OIMB 3.2 Receive application and assign to respective division	-		Admin Staff, OIMB-OD
		3.3 Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff, Oil Industry Standards and Monitoring Division
		3.4 Process application and prepare Lubes Importation Acknowledgement Letter	None		Science Research Specialist, Oil Industry Standards and

			Monitoring Division
	3.5 Review, evaluate and act on the application		Supervising 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		Assistant Director, OIMB-OD
	3.8 Review and approve endorsed application	2 Working Days	Director Office of the Bureau Director
	3.9 Release approved application to respective division		Admin Staff, OIMB-OD
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client		
	4.2 File copy of the application and action for safekeeping		Admin Staff, OISMD
	4.3 File copy of the application and action for safekeeping		
Total Number of D	ays	7 Working Days	6



Issuance of Acknowledgement of Notice to Sell or Purchase Imported Bioethanol

This notice to Purchase/Sell Imported Bioethanol shall be filed <u>not later than</u> <u>seven (7) days prior to the day of actual lifting of every volume</u> of bioethanol contracted by the oil industry participant, strictly intended for the Fuel Bioethanol Program of the government. Notice of the Local Purchase/Sale of Imported Bioethanol shall be accomplished in a prescribed format to include the following details and must be complete with required attachments. The OIMB shall correspondingly issue an Acknowledgement to Notice of Local Purchase/Sale of Imported Bioethanol within seven (7) working days from receipt thereof.

Office or Division:	Oil Industry Mana	igement Bureau (OIMB)
Classification:	Complex Transac	tion
Type of Transaction:	Government-2-Bu	usiness
Who May Avail:		stream oil industry entities accredited to the of the of the government.
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
 Application indicating copy) 	g the following: (1	Provided by Applicant
1.1 Company I	Details	
1.1.1 Business n		
1.1.2 Address		
	/ Fax Number	
1.1.4 Email Addr		
1.1.5 Name of A		
	ative/Signatory	
1.2 Shipment		
1.2.1 Product Ty 1.2.2 Quantity of		
1.2.2 Quantity of KL/CBM/KI		
1.2.3 Supplier / E	Buyer and Address	
1.2.4 Loadport		
	Date of Pick-up	
Date / Deliv		
1.2.6 Actual date	of purchase / sale	
1.2.7 Disport		
1.3 Estimated	Price	
1.3.1 FOB Price		
1.3.2 Insurance C		
1.3.3 Freight Cos	t	

2.	Certified true copy of the Proforma Invoice (1 copy)			Provided by Supplier		
3.	Certified true copy of the BIR Permit to Purchase or Sale (whichever is applicable) of Imported Bioethanol (1 copy)		Provided by BIR			
	CLIENT STEPS	A	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement.	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
		1.3	If incomplete, return to client.			
2.	Pay Applicable fees	2.1	Process payment and issue Official Receipt	Application Fee – Php 350.00		Collecting Officer, Treasury Division
3.	Submit application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application		0.5 Working Day	Records Officer, RMD,
		3.2	Endorse application to OIMB	None		
		3.3	Receive application and assign to respective division		4.5 Working Day	Admin Staff OIMB-OD
		3.4	Receive application and assign to respective		Day	

		section/			
		personnel			
	3.5	Process			Science
	0.0	application and			Research
		prepare			Specialist,
		Acknowledgeme			Respective
		nt letter			Division
	3.6	Review, evaluate			Supv. SRS,
	5.0	and act on the			Respective
		application			Division
	3.7	Review, evaluate			DIVISION
	3.1	and act on the			
					Division Chief,
		application, and endorse to Office			Respective
		of the Bureau			Division
	20	Director Review and			
	3.8				Assistant
		endorse			Assistant Director
		application for			Director,
		Director's			OIMB-OD
	0.0	approval			
	3.9	Review and			Director
		approve			Director,
		endorsed		2 Working Days	OIMB-OD
	0.40	application			
	3.10		None		
		approved	None		
		application to			Admin Staff,
		respective			OIMB-OD
		division			
 Receipt of 	3.1	Release of			
Acknowledgement		application to			
Letter		client			
	3.2	File copy of the			Advertise Ot - FF
		application and			Admin Staff,
		action for			Respective
		safekeeping			Division
	4.3	Provide copy to			
	7.0	Records			
		Management			
		Division			
	1	Division	1		
Total Number of D	ays			7 Working Days	
				-	



Notice of Local Purchase/Supply Sale of Petroleum Products

This notice shall be filed not later than seven (7) working days before the lifting of every local purchase/supply sale of Petroleum Products by the Oil Industry Participant indicating the details and submission of accompanying documents. The OIMB shall correspondingly issue an Acknowledgement of Notice of Local Purchase/Supply Sale of Petroleum Products within seven (7) working days from receipt thereof.

Office or Division:	Oil Industry Mar	nagement Bureau (OIMB)		
Classification:	Complex Transa	complex Transaction		
Type of Transaction:	Government-2-E	Business		
Who May Avail:		nstream oil industry importers intending to local / sale petroleum products from/to fellow		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
 Application indicating the copy) 	e following: (1	Provided by Applicant		
1.1 Company Details				
1.1.1 Business na	me			
1.1.2 Address	F N			
1.1.3 Telephone /				
1.1.4 Email Addres	SS horizod			
	ive/Signatory			
1.2 Shipment Details	ive/Signatory			
1.2.1 Product Type	<u></u>			
1.2.2 Quantity of C				
KL/CBM/KB/				
1.2.3 Supplier/Buy	ver & Address			
1.2.4 Loadport				
1.2.5 Estimated Da (ETL)	ate of Lifting			
1.2.6 Disport				
1.2.7 Name of Ves	ssel			
1.2.8 Flag of Vess Number	el/ Voyage			
1.3 Estimated Price				
1.3.1 FOB Price				
2. Commercial Invoice (1 co	ору)	Provided by supplier (supply sale)		
3. Purchase Order (1 copy)		Provided by buyer (local purchase)		

CLIENT STEPS	A	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 File application to Oil Industry Management Bureau 	1.1	Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
	1.1.1	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
	1.1.2	If incomplete, return to client.			
2. Pay Applicable fees	2.1	Process payment and issue Official Receipt	Php 350.00		Collecting Officer, Treasury Division
3. Submit application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application		0.5 Working Day	Records Officer, RMD
	3.1.1	Endorse application to OIMB			
	3.2	Receive application and assign to respective division	None		Admin Staff, OIMB-OD
	3.3	Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff Office of the Division Chief
	3.4	Process application and prepare Acknowledgement letter			Science Research Specialist, Respective Division

	3.5	Review, evaluate and act on the application Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Supv. SRS, Respective Division Division Chief, Respective Division
	3.7 3.8	Review and endorse application for Director's approval Review and approve endorsed		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD
	3.9	application Release approved application to respective division	None		Admin Staff, OIMB-OD
 Receipt of Acknowledgeme nt Letter 	4.1 4.2 4.3	Release of application to client File copy of the application and action for safekeeping Provide copy to Records Management Division			Admin Staff, Respective Division
Total Number of	Days			7 Working Days	5



Issuance of Certification for Hauler

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"

Of	fice or Division:	Oil Industry Man	agement Bureau (OIMB)			
			č			
CI	assification:	Complex Transa	action			
Ту	pe of Transaction:	Governement-2-	nt-2-Business			
w	ho May Avail:	owns a tank truc business, wheth	, owner or proprietor of the Retail Outlet who k to transport Liquid Fuels for its retailing er by land or via sea-cargo vessel from their to their own Retail Outlet			
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1.	Prior Notice					
	1.1 Filled-out and nota form complete with information: (1 cop	the following	Provided by Applicant			
	1.1.1 Business name, ad number, fax numb address of the bus	er and e-mail				
	1.1.2	,				
	Location and comp					
	the establishment; 1.1.3	and				
	Name of dealer/re authorized represe partnership/corpor	entative if ation/cooperative				
2.	Supporting Documents (Copies)	Certified True				
	2.1 LTO OR/CR of Tai		LTO			
	2.2 DOST Calibration	Certificate for the	DOST			
<u> </u>	Tank Truck/s2.3Permit to Transport	t Flammable				
	Liquid by Tank Tru Conveyance Perm	ick or	BFP			
	2.4 COC of Retail Out	let/s	Provided by Applicant			
Not	2.5 Payment of fee					
1.	Original copy of the above shall be presented to OII authentication purposes	//B for				
2.	If the applicant is a repre- corporation/company; Se					

	Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement			Officer of the day Oil Industry Management Bureau
		1.2 If complete, issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		
		1.3 If incomplete, return to client.			
2.	Filing of application to Oil Industry Management Bureau	2.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)			Officer of the day Oil Industry Management Bureau
3.	Payment of applicable fees	3.1 Processing of payment and issuance of Official Receipt	Ack. of Notice/ Engagement on the DOI – Php 500.00 Certification for Hauler - Php 550.00		Collecting Officer, Treasury
4.	Submission of application to Records Management Division	4.1 Official Acceptance of application	N / A	0.5 Working Day	Receiver Records Management Division

	4.1.1 Endorsement of application to OIMB		
	4.2 Receipt of application and assignment to respective division		Admin Staff, OIMB-OD
	4.3 Receipt of application and assignment to respective section/ personnel		Admin Staff, OIMB
	4.4 Processing of application and preparation of Certification	4.5 Working Days	Science Research Specialist, Respective Division
	4.5 Review of the evaluation and action on the application		Supv. SRS, Respective Division
	4.6 Review of the evaluation and action on the application and endorsement to Office of the Bureau Director		Division Chiei Respective Division
	4.7 Review and endorsement of application for Director's approval		Assistant Director, OIMB-OD
	4.8 Review and approval of endorsed application	2 Working Days	Director, OIMB-OD
5. Receipt of Certification	5.1 Release of approved application to respective division		Admin Staff, OIMB-OD
	5.2 Encoding of Certification		Admin Staff, Respective
	5.3 Release of application to client		Division

5.3.1 File copy of the application and action for safekeeping	
5.3.2 Provide copy to	
Records	
Management	
Division	
Total Number of Days	7 Working Days



Issuance of Certificate of Compliance (COC) for Temporary Emergency Retail Outlet (TEROs)

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:	ision: Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-E	Government-2-Business		
Who May Avail:	declared as und	g to engage in retailing of Liquid Fuels in areas er a state of calamity/emergency and where no serve as a result of calamity/emergency		
CHECKLIST OF REQ	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
 For 1st Issuance (Initial operation) 	15 days of			
1.1 Filled-out and r application form the following in copy)	n complete with	Provided by Applicant		
1.1.1 Business name telephone num and e-mail add business office	ber, fax number ress of the			
1.1.2	omplete address			
1.1.3 Name of dealer authorized repr partnership/cor ve				
 Written notice to OIMB endorsement from LGL copy) 		LGU or LDRRMC		

3.	Addendum to Ru 0011 or "Revised Engineering Proo Contractor and d Retail Outlet sup	nent of Compliance to le IV of DC2017-11- d Retail Rules" by the curement Construction ealer/owner of the ported by copy of valid OSH Certificate (1	Engineering	Procurement Cons	truction Contractor
4.	For Extension				
	4.1 Justificati operation	ion for extension of (1 copy)		Provided by Appl	icant
5.	Endorsement fro copy)	m LGU or LDRRMC (1		LGU or LDRRM	1C
Not					
1.					
2.	. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issuance order of submission 			<i>Staff,</i> Oil Industry Management Bureau
		(Records Management	None		
		Division) 1.3 If incomplete,	None		
2.	Submission of application to Records Management Division	Division)	INOTIC	0.5 Working Day	Records Officer, RMD

	2.2	application to OIMB Receipt of application and assignment to respective		4.5 Working Days	Admin Staff, OIMB-OD
	2.3	division Receipt of application and assignment to respective section/			Admin Staff, OIMB
	2.4	personnel Processing of application and preparation of COC			Science Research Specialist, Respective Division
	2.5	Review of the evaluation and action on the application			Supv. SRS, Respective Division
	2.6	Review of the evaluation and action on the application and endorsement to Office of the Bureau Director	None		Division Chief, Respective Division
	2.7	Review and endorsement of application for Director's approval			Assistant Director, OIMB-OD
	2.8	Review and approval of endorsed application		2 Working Days	Director, OIMB-OD
3 Receip approv	ot of 3.1 ved COC	Release of approved application to respective division			Admin Staff, OIMB-OD
	3.2	Encoding of COC			Admin Staff, Respective Division

Management Division Total Number of Days	7 Working Days
3.3.2 Provide copy to Records	
3.3.1 File copy of the application and action for safekeeping	Admin Staff, Respective Division
3.3 Release of application to client	



Issuance of Acknowledgement of Notice to Import Bioethanol

This notice shall be filed not later than seven (7) working days prior to the day of loading of every shipment of Bioethanol imported by the Oil Industry Participant indicating the details and submission of accompanying documents. The OIMB shall correspondingly issue an Acknowledgement of Notice of Bioethanol importation within seven (7) working days from receipt thereof.

Office or Division:	Oil Industry Manag	ement Bureau (OIMB)	
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Bus	iness	
Who May Avail:	Registered downsti bioethanol	ream oil industry entities intending to import	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1. Application indicating copy)	the following: (1	Provided by applicant	
1.1 Company De	tails		
1.1.1 Business nam	IE		
1.1.2 Address			
1.1.3 Telephone / F		Provided by applicant	
1.1.4 Email Address		r tovided by applicant	
1.1.5 Name of Auth			
Representativ			
1.2 Shipment De	tails		
1.2.1 Product Type			
1.2.2 Quantity of Ca KL/CBM/KB/b			
1.2.3 Supplier /Buye	1		
1.2.4 Loadport	a Autress		
1.2.5 Estimated Dat	te of Loading (FTL)	Provided by applicant	
1.2.6 Estimated Dat			
1.2.7 Disport			
1.2.8 Name of Vess	el		
	I/ Voyage Number		
1.3 Estimated Pr			
1.3.1 FOB Price			
1.3.2 Insurance Cos	st	Provided by applicant	
1.3.3 Freight Cost			
2. Certified true copy of	the Proforma Invoice		
(1 copy)		Provided by supplier	
3. Certified true copy of			
Quality with the denat			
dosage tested at load	port in compliance		

			ional Standards and				
4.	submitted by Ref Photocopy of the Projected Sales of	Notio		Provided by applicant			
	applied quarter (l cop	y)				
	CLIENT STEPS	A	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	File application to Oil Industry Management Bureau	1.1 1.2	Review of completeness of documents against checklist of requirement If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) If incomplete, return to client.	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau	
2.	Pay Application fee	2.1	Process payment and issue Official Receipt	Php 350.00		Collecting Officer, Treasury Division	
3.	Submit application to	3.1	Official receipt of application	None	0.5 Working Days	Records Officer, RMD	
	Records Management Division with	3.2	Endorse application to OIMB				
	copy of official receipt and order of submission	3.3	Receive application and assign to respective division	None	4.5 Working Days	Admin Staff OIMB-OD	
		3.4	Receive application and assign to respective section/ personnel			Admin Staff, OIMB	
		3.5	Process application and prepare Acknowledgement letter			Science Research Specialist, Respective Division	
		3.6	Review, evaluate and act on the application			Supervising SRS, Respective Division	
		3.7	Review, evaluate and act on the			Division Chief,	

		Management Division			
		4.3 Provide copy to Records			
		4.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
4	Receipt of Acknowledgem ent Letter	4.1 Release of application to clier	t		
		3.10 Release approved application to respective division			Admin Staff, OIMB-OD
		3.9 Review and approve endorsed application		2 Working Days	Director, OIMB-OD
		3.8 Review and endorse application for Director's approva	1		Assistant Director, OIMB-OD
		application, and endorse to Office of the Bureau Director			Respective Division



Issuance of Certificate of Fuel Additive Registration

The fuel additive registration requirement is provided in two (2) laws, Section 27 of Republic Act 8749 (The Philippine Clean Air Act of 1999) and Section 12 of Republic Act 8479 (The Downstream Oil Industry Deregulation Act of 1998), to ensure effective and beneficial performance of the additive and will not in any way increase emissions of any of the regulated gases.

Office or Division:	Oil Industry	Standards and Monitoring Division (OISMD)
Classification:	Highly Tech	nical Transaction
Type of Transaction:	Governmen	t-2-Business
Who May Avail:	Entities inte products	nding to market / trade and use fuel additive
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE
 Filled-out and notarized re form complete with the fol information: (1copy) 	owing	Provided by Applicant (see sample template)
1.1 Company details (Bu name, address, tele number, email add)	phone	
1.2 Nature of business / (manufacturer, trade marketer, processor	r/importer/, user)	
1.3 Fuel additive brand	trade name	
1.4Purpose of additive1.5Source / supplier / m	anufacturer	
1.6 Packaging		
1.7 Additive concentration in the fuel	on / dosage	
1.8 Primary chemical co percentage	•	
 Company profile with scop operation / activity / busing investment cost / target m (consumer & geographica supplier (1 copy) 	ess plan / ark) // product	Provided by Applicant
2.1 DTI Registration / SI Registration		
2.2 Current Business / N Permit		
 Pre-Manufacturing & Pre- Notice (PMPIN) Complian 	•	Environmental Management Bureau – Department of Environment and Natural Resources (EMB-DENR)
4. Safety Data Sheet (SDS)		Provided by Applicant

5.	Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration or dosage and purpose on the use of additive)			Provided by	Applicant / Suppl	ier of the product
6.	Documentary pro- support claims / p the additive (e.g., engine performan laboratory tests, F etc.)	urpos comp ice an	e / benefits of parison test on d emission test,	Provided by	Applicant / Suppl	ier of the product
<u>NO</u> 1. 2.	shall be presented to OIMB for authentication purposes				Provided by Appli	cant
(CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
2.	Pay Application Fee	1.3 2.1	If incomplete, return to client. Process payment and	Php 2,000.00		Cashier, Treasury Division

		issue Official Receipt			
 Submit of application to Records Management Division with copy of official receipt and order of submission 	3.1	Official receipt of application		0.5 Working Days	Records Officer, RMD
	3.2	Endorse application to OIMB			
	3.3	Receive application and assign to respective division			Admin Staff, OIMB-OD
	3.4	Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff, OISMD
	3.5	Process application and prepare SEC Endorsement letter			Science Research Specialist, OISMD
	3.6	Additional information may be requested for further evaluation	None		
	3.7	Review, evaluate and act on the application			Supervising SRS, OISMD
	3.8	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, OISMD
	3.9	Review and endorse application to Director		3 Working Days	Assistant Director, OIMB-OD

	3.10	Approval of CFAR and letter of registration		Director, OIMB-OD
	3.11			Office of the Director
 Receipt of SEC Endorsement Letter and Acknowledgement Letter 	4.1	Release of application to client		
	4.2	File copy of the application and action for safekeeping		Admin Staff, OISMD
	4.3	Provide copy to Records Management Division		
Total Number of Da	ays		8 Working Days	



Issuance of Standards Compliance Certificate (SCC) for Dealer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Of	Office or Division: Oil Industry Management Bureau (OIMB)					
CI	assification:	Highly Technical	Transaction			
Ту	pe of Transaction:	Government-2-Bu	Business			
W	ho May Avail:	Entities intending LPG	to engage in the business of distribution of			
	CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE			
1.	Application Form		Provided by applicant			
	1.1 Filled-out and notari form complete with t information:					
	1.1.1 Business name, add email address;	lress, telephone /				
	1.1.2 Location and comple establishment/s;	ete address of LPG				
	1.1.3 Name of owner in ca proprietorship, or pa partnership, or author representative in ca	rtners in case of orized				
2.			Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
	2.1 Registration of Busin SEC	ness from DTI or				
	2.2 Mayor's / Business		LGUs for every municipality			
	2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP) – provided by applicant			
	2.4 Supply Agreement v from brand-owner (S	SCC-holder)	Agreement with oil companies - Provided by applicant			
	2.5 List of trained and q personnel/serviceme Certificate of Trainin	en (Submit	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)			

3	retailers 2.7 List of vehicle number, capa 3.1 Registration of expired or St an amendme 3.2 Mayor's / Bu 3.3 Supply Agree from brand-of	of Business from DTI, if EC Registration, if there's	Provided by applicant DTI or SEC LGUs for every municipality Provided by applicant			
-	expired *Original copy of a	above documents must b	presented for	r 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/OBD or received at the DOE Records	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, prepare filled out form for "Office of the Legal Services 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 2.1 Assessment of the 	N / A		Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)	
<u> </u>	pending cases	Office of Legal Services Clearance			Office of the Legal Services	

r				I		
		2.2	If no pending case,			
			prepare assessment for the			
			payment of			
		0.0	application fee			
		2.3	, ,			
			case, inform the			
			applicant to pay			
			the penalties to			
		A 4	Treasury Division			
		2.4	Subject to Legal			
			Clearance (Hold			
			processing of			
			application /			
			continue			
			processing but			
			hold release of			
	D		SCC)			
3.	Payment of	3.1	Processing of	Ack. of		Collecting
	applicable fees		payment and	Notice /		Officer,
			issuance of Official	Engagement		Treasury
			Receipt	on the DOI –		Division
				Php 500.00		
		3.2	Unpaid application	SCC for LPG		
			shall not be	Est. for 3		
			received	years (New		
				Application) –		
				Php 3000.00		
		3.3	COMs does not	SCC for LPG		
			confirm payment /	establishmen		
			No OR presented;	ts for 3 years		
			COMS does not	(Renewal) –		
			confirm payment /	Php 2500.00		
	<u></u>	.	No OR presented			
4.	Submission of	4.1	Official acceptance			Records Officer.
	application to		of application			Records
	Records					Management
1	Management				0.5 Working	Division
-	Division				Day	
1		4.2	Endorsement of			
1			application to			
			OIMB-OBD			
1		4.3	Receipt of			
			application and			Admin Staff,
			assignment to			OIMB-OD
L		-	respective division	N/A	0.5 Working	
		4.4	Received	,	Day	
			applications shall			
			be stamped with			
L			both date and time			

		and a unique			
		control number			
	4.5	Official acceptance of application for the issuance of SCC for LPG			Staff, OIMB – Retail Market
	4.6	establishments Endorse application to assigned processor for the issuance of SCC			Monitoring and Special Concerns Division (RMMSCD)
	4.7	Processing of application for the issuance of SCC		8 Working Days	Science Research Specialist, RMMSCD
	4.8	Review of the evaluation and action on the application of SCC		5 Working Days 5 Working Days	Supv. SRS, RMMSCD
	4.9	Review of the evaluation and action on the application and endorsement to Office of the Bureau Director, SCC			Division Chief, RMMSCD
	4.10	Review and endorsement of SCC application for Director's approval			Assistant Director, OIMB-OD
	4.11	Review and approval of SCC application			Director, OIMB-OD
5. Receipt of SCC and acknowledgement	5.1	Release of approved application to respective division			Admin Staff, OIMB-OD
	5.2	Release of application to client			
	5.3	File copy of the application and action for safekeeping		1 Working Day	Admin Staff, RMMSCD

5.4 Provide copy to Records Management Division	
Total Number of Days	20 Working Days



Securing Standards Compliance Certificate (SCC) for Hauler

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Oil Industry Man	agement Bureau (OIMB)			
Classification:	Highly Technica	I Transaction			
Type of Transaction:	Government-2-Business				
Who May Avail:		ies intending to engage in the business of transportation, ibution, and delivery of LPG in bulk, or in cylinders from one e to another;			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
1. Application Form		Provided by Applicant			
1.1 Filled-out and nota form complete with information:					
1.1.1 Business name, ac / email address;	ldress, telephone				
1.1.2 Location and comp LPG establishmen					
1.1.3 Name of owner in proprietorship, or p partnership, or aut representative in c corporation	partners in case of horized				
2. Supporting Document	ts (1 st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
2.1 Registration of Bus or SEC	siness from DTI				
2.2 Mayor's / Business		LGUs for every municipality – provided by applicant			
2.3 Conveyance Perm Bureau of Fire Pro		Bureau of Fire Protection (BFP) – provided by applicant			
2.4 Hauling Contract		Agreement from oil companies - Provided by applicant			
2.5 List of LPG trucks of bulk LPG (make		Provided by applicant, DOST for calibration certificate			

3	Calibration Ce 2.6 List of delivery the transport of (make/model, capacity, OR/ Supporting Docu 3.1 Registration of	ments (for Renewal) Business from DTI, if		Provided by appli DTI or SEC	cant
	there's an am 3.2 Mayor's / Bus expired		LG	Us for every mun	icipality
	3.3 Hauling Contr	act, if expired		Provided by appli	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1.	Applications may be filed via walk- in, mailed to the DOE/OBD or received at the DOE Records	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance) 			Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)
		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 Treasury Division			
		2.4	Subject to Legal Clearance (Hold processing of application / continue processing but hold release of SCC)			
3.	Payment of applicable fees	3.1	Processing of payment and issuance of Official Receipt	Ack. of Notice / Engagement on the DOI – Php 500.00		Collecting Officer, Treasury Division
		3.2	Unpaid application shall not be received	SCC for LPG Est. for 3 years (New Application) – Php 3000.00		
		3.3	COMs does not confirm payment / No OR presented, COMS does not confirm payment / No OR presented	SCC for LPG est. for 3 years (Renewal) – Php 2500.00		
4.	Submission of application to Records Management Division	4.1	Official acceptance of application	N / A	0.5 Working Day	Records Officer, Records Management Division

r			
4	4.2 Endorsement of		
	application to		
	OIMB-OBD		
4	4.1 Receipt of		
	application and		Admin Stoff
	assignment to		Admin Staff, OIMB-OD
	respective		UIVIB-UD
	division		
	4.4 Received		
	applications		
	shall be		
	stamped with		
	both date and		
	time and a		
	unique control		
	number		
ľ	4.5 Official		
	acceptance of	0.5 Working	
	application for	Day	Staff,
	the issuance of	,	OIMB – Retail
	SCC for LPG		Market Monitoring
	establishments		and Special
4	4.6 Endorse		Concerns
	application to		Division
	assigned		(RMMSCD)
	processor for		$(1 \times 101 \times 1000)$
	the issuance of		
	SCC		
4	4.7 Processing of		Science
	application for	8 Working	Research
	the issuance of	Days	Specialist,
	SCC	, .	RMMSCD
	4.8 Review of the		
	evaluation and		• • • • •
	action on the		Supv. SRS,
	application of		RMMSCD
	SCC		
	4.9 Review of the		
l l	evaluation and	5 Working	
	action on the	Days	
			Division Chief
	application and		Division Chief,
	endorsement to		RMMSCD
	Office of the		
	Bureau		
	Director, SCC		
4	4.10 Review and		
	endorsement of	5 Marking	Assistant
	SCC application	5 Working	Director,
	for Director's	Days	OIMB-OD
	approval		
L			

Total Number of D	ays		20	0 Working Days	S
	5.4	Provide copy to Records Management Division			
	5.3	File copy of the application and action for safekeeping		1 Working Day	Admin Staff, RMMSCD
	5.2	Release of application to client			
 Receipt of SCC and acknowledgement 	5.1	Release of approved application to respective division			Admin Staff, OIMB-OD
	4.11	Review and approval of SCC application			Director, OIMB-OD



Issuance of Standards Compliance Certificate (SCC) for Marketer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Office or Division: Oil Industry Management Bureau (OIMB)				
Classification:	Highly Technical	Transaction			
Type of Transaction:	Government-2-Bu	isiness			
Who May Avail:	Entities intending retail, under its ov	to engage in sale of LPG whether in bulk or vn name			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE			
/ email address; 1.1.2 Location and con LPG establishme 1.1.3 Name of owner ir	th the following address, telephone nplete address of nt/s; n case of single partners in case of uthorized	Provided by Applicant			
2. Supporting Docume	nts (1 st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
2.1 Registration of B or SEC	usiness from DTI				
2.2 Registration of Braintellectual Prope		Intellectual Property Office – provided by applicant			
2.3 Mayor's / Busines		LGUs for every municipality – provided by applicant			
2.4 Fire Safety Inspe Occupancy (for n facility)		Bureau of Fire Protection (BFP) – provided by applicant			

	Vessel from th Labor and Em	rate Unfired Pressure ne Department of nployment (DOLE)		f Labor and Emplo provided by applic	
	SCC-holder (i facility)	act / Agreement with f without refilling		Provided by applic	
	2.7 List of trained personnel/ser Certificate of	vicemen (Submit	associatio	ainings of Oil Com ns such as LPGIA Provided by applic	and PLPGA
	2.8 Names and a dealers/autho	ddresses of		Provided by applic	
		s used for the LPG del, make, plate city)	I	Provided by applic	cant
3	Supporting Docu	ments (for Renewal)		DTI or SEC	
	expired or SE there's an am				
	3.2 Mayor's / Bus expired		LGI	Js for every muni	cipality
	without refillin	th SCC-holder (if g facility), if expired	Provided by applicant		
	*Original co	by of above documen	<u>ts must be pres</u>	ented for authen	tication process
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	CLIENT STEPS Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement			
1.	Applications may be filed via walk-in, mailed to the DOE/OBD or received at the	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance) 			RESPONSIBLE Officer of the day/Assigned Staff, Oil Industry Management
1.	Applications may be filed via walk-in, mailed to the DOE/OBD or received at the	 1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, prepare filled out form for "Office of the Legal Services 			RESPONSIBLE Officer of the day/Assigned Staff, Oil Industry Management

						,
		1.5	One (1) time			
			letter if			
			incomplete for			
			the first time. If			
			next submission			
			is still			
			incomplete,			
			return all			
			submitted			
			documents to			
	Oh a shin n a f	0.4	applicant			
2.	Checking of	2.1	Assessment of			
	pending cases		the Office of			Office of the
			Legal Services			Legal Services
		0.0	Clearance			
		2.2	If no pending			
			case, prepare			
			assessment for			
			the payment of			
-		0.0	application fee			
		2.3	If with pending			
			case, inform the			
			applicant to pay			
			the penalties to			
			Treasury			
		0.4	Division			
		2.4	Subject to Legal			
			Clearance (Hold			
			processing of			
			application /			
			continue			
			processing but			
			hold release of			
			SCC)			
3.	Payment of	3.1	Processing of	Ack. of		Collecting
	applicable fees		payment and	_ Notice /		Officer,
			issuance of	Engagement		Treasury
			Official Receipt	on the DOI –		Division
				Php 500.00		
		3.2	Unpaid	SCC for LDC		
			application shall	SCC for LPG		
			not be received	Est. for 3		
1				years (New		
				Application) –		
				Php 3000.00		
		3.3	COMs does not	SCC for LPG		
1			confirm	EST. for 3		
			payment / No	years		
1			OR presented;	(Renewal) –		
			COMS does not	Php 2500.00		
L				1.112 2000.00	1	1

			confirm payment / No OR presented			
4.	Submission of application to Records Management Division	4.1	Official acceptance of application		0.5 Working Days	Records Officer, Records Management Division
		4.2	Endorsement of application to OIMB-OBD			
		4.3	Receipt of application and assignment to respective division			Admin Staff, OIMB-OD
		4.4	Received applications shall be stamped with both date and time and a unique control number		0.5 Working Days	
		4.5	Official acceptance of application for the issuance of SCC for LPG establishments	N / A		Staff, OIMB – Retail Market Monitoring and
		4.6	Endorse application to assigned processor for the issuance of SCC			Special Concerns Division (RMMSCD)
		4.7	Processing of application for the issuance of SCC		8 Working Days	Science Research Specialist, RMMSCD
		4.8	Review of the evaluation and action on the application of SCC		5 Working	Supv. SRS, RMMSCD
		4.9	Review of the evaluation and action on the application and endorsement to		Days	Division Chief, RMMSCD

Total Number of Da	ys	20	0 Working Days	
	5.4 Provide copy to Records Management Division			
	application to client 5.3 File copy of the application and action for safekeeping	N / A	1 Working Day	Admin Staff, RMMSCD
5. Receipt of SCC and acknowledgement	 5.1 Release of approved application to respective division 5.2 Release of 			Admin Staff, OIMB-OD
	Office of the Bureau Director, SCC 4.10 Review and endorsement of SCC application for Director's approval 4.11 Review and approval of SCC application		5 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD



Issuance of Standards Compliance Certificate (SCC) for Refiller

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Oil Industry Management Bureau (OIMB)				
Classification:	Highly Technical Transa	ction			
Type of Transaction:	Government-2-Business				
Who May Avail:	Entities intending to eng	age in the business of Refilling of LPG			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
complete with th 1.1.1 Business name email address; 1.1.2 Location and co establishment/s 1.1.3 Name of owner proprietorship, o	in case of single or partners in case of authorized representative	Provided by applicant			
2. Supporting Docume		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
	Business from DTI or SEC				
2.2 Mayor's / Busine		LGUs for every municipality			
	newly constructed facility)	Bureau of Fire Protection (BFP)			
	e Unfired Pressure Vessel ment of Labor and OLE)	Department of Labor and Employment (DOLE)			
2.5 Supply Contract	t / Agreement				
Philippine Natio plant signed by responsible/aut	norized officer	Provided by Applicant			
2.7 Plant Layout (no other facilities)	o. of tanks, capacity, and	Provided by applicant			

2.9 List of trains	hand qualified		In hour	o trainings of Oil	Companios or LDC	
	d and qualified rvicemen (Submit Certit	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA				
of Training)	/servicemen (Submit Certificate			(Provided by applicant)		
2.9 List of Clients	c/Customers			Provided by a	•••	
	es (model, make, plate			FIDVILLED by a	ipplicalit	
number, capa	· ·			Provided by a	pplicant	
3. Supporting Docum				DTI or S	FC	
	of Business from DTI, if			DITOLO		
	EC Registration, if there					
amendment						
3.2 Mayor's / Bus	siness Permit, if expired			LGUs for every n	nunicipality	
	ement, if expired			Provided by a		
*Original copy of abov	ve documents must be	prese	nted for			
		FEES	TO BE	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTIONS		AID	TIME	RESPONSIBLE	
1. Applications may	1.1 Review of					
be filed via walk-in,	completeness					
mailed to the	of documents					
DOE/OBD or	against					
received at the	checklist of					
DOE Records	requirement					
	1.2 If complete,					
	prepare filled					
	out form for					
	"Office of the					
	Legal Services					
	Clearance) 1.3 Incomplete					
	submissions					
	shall not be				Officer of the	
	accepted				day/Assigned	
	1.4 If mailed,				Staff,	
	applicant shall				Oil Industry	
	be notified				Management Bureau (OIMB)	
	accordingly by				Duieau (Olivid)	
	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					
	applicant					

	<u>Observations of</u>	0.4	A			
2.	Checking of	2.1	Assessment of			Office of the
	pending cases		the Office of			Office of the
			Legal Services			Legal Services
			Clearance			
		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			
			Treasury			
			Division			
		2.4	Subject to Legal			
			Clearance (Hold			
			processing of			
			application /			
			continue			
			processing but			
			hold release of			
			SCC)			
3.	Payment of	3.1	Processing of	Ack. of		
.	applicable fees	0.1	payment and	Notice /		
			issuance of	Engagement		
			Official Receipt	on the DOI –		
				Php 500.00		
				Filp 500.00		
				SCC for LPG		
				Est. for 3		Collecting Officer,
				years (New		Treasury Division
				Application) –		,
				Php 3,000.00		
				SCC for LPG		
				Est. for 3		
				years		
				(Renewal) –		
				Php 2,500.00		
		3.2	Unpaid			
			application shall			
L			not be received			
		3.3	COMs does not			
			confirm			
			payment / No			
			OR presented;			
			COMS does not			
			confirm			
				1	1	

			payment / No OR presented			
4.	Submission of application to Records Management Division	4.1	Official acceptance of application		0.5 Working Day	Records Officer, Records Management Division
		4.2	Endorsement of application to OIMB-OBD			
		4.3	Receipt of application and assignment to respective division		0.5 Working Day 8 Working Days 5 Working Days	Admin Staff, OIMB-OD
		4.4	Received applications shall be stamped with both date and time and a unique control number			
		4.5	Official acceptance of application for the issuance of SCC for LPG establishments	None		Staff, OIMB – Retail Market Monitoring and Special
		4.6	Endorse application to assigned processor for the issuance of SCC			Concerns Division (RMMSCD)
		4.7	Processing of application for the issuance of SCC			Science Research Specialist, RMMSCD
		4.8	Review of the evaluation and action on the application of SCC			Supv. SRS, RMMSCD
		4.9	Review of the evaluation and action on the application and endorsement to Office of the			Division Chief, RMMSCD

		Bureau Director, SCC			
	4.10	Review and endorsement of SCC application for Director's approval		orking ays	Assistant Director, OIMB-OD
	4.11			,	Director, OIMB-OD
 Receipt of SCC and acknowledgement 	5.1	Release of approved application to respective division			Admin Staff, OIMB-OD
	5.2	Release of application to client	1 Work	king Day	
	5.3	File copy of the application and action for safekeeping			Admin Staff, RMMSCD
	5.4	Provide copy to Records Management Division			
Total Number of Da	ys		20 Work	ing Days	6



Issuance of Standards Compliance Certificate (SCC) for Retailer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)			
Classification:	Highly Technica	I Transaction		
Type of Transaction:	Government-2-E	Business		
Who May Avail:	Entities intending directly to a cons	g to engage in the business of selling LPG sumer		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1. Application Form		Provided by applicant		
1.1 Filled-out and not form complete w information:				
1.1.1 Business name, telephone / emai				
1.1.2				
LPG establishme	nplete address of ent/s;			
1.1.3 Name of owner in proprietorship, or of partnership, or representative in corporation	r partners in case authorized			
2. Supporting Documen	ts (1 st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant		
2.1 Registration of B or SEC	usiness from DTI			
2.2 Mayor's / Busines		LGUs for every municipality – provided by applicant		
2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP) – provided by applicant		
2.4 Supply Agreemen Certificate from S (dealer/marketer)	CC-holder	Agreement with oil companies - Provided by applicant		

Supporting Doce3.Supporting Doce3.1Registrationif expired othere's an a3.2Mayor's / Bexpired3.3Supply AgroCertificate f(dealer/mar	usiness Permit, if eement with or from SCC-holder rketer), if expired	Provided by applicant DTI or SEC LGUs for every municipality Provided by Applicant		
*Original cop	by of above documents	must be prese	nted for authenti	cation 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/OBD or received at the DOE Records	 1.1 Review of completeness of documents against checklist of requirement. 1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance) 1.3 Incomplete submissions shall not be accepted 1.4 If mailed, applicant chall 			Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)
	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			

	1		[[
		documents to			
		applicant			
2. Checking of	2.1	Assessment of			
pending cases		the Office of			Office of the
		Legal Services			Legal Services
		Clearance			Ū
	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			
		Treasury			
		Division			
	2.4	Subject to Legal			
		Clearance (Hold			
		processing of			
		application /			
		continue			
		processing but			
		hold release of			
		SCC)			
3. Payment of	3.1	Processing of	Ack. of		
	5.1	-	Notice /		
applicable fees		payment and			
		issuance of	Engagement		
		Official Receipt	on the DOI –		
			Php 500.00		
			SCC for LPG		
			Est. for 3		Collecting Officer,
			years (New		Treasury Division
			Application) –		
			Php 3000.00		
			SCC for LPG		
			Est.for 3		
			years		
			(Renewal) – Php 2500.00		
	3.2	Unpaid	PTIP 2000.00		
		application shall			
		not be received			
L	L			1	l

	3.3	COMs does not confirm payment / No OR presented, COMS does not confirm payment / No OR presented			
4. Submission of application to Records Management Division	4.1	Official acceptance of application		0.5 Working Day	Records Officer, RMD
	4.2	Endorsement of application to OIMB-OBD			
	4.3	Receipt of application and assignment to respective division			Admin Staff, OIMB-OD
	4.4	Received applications shall be stamped with both date and time and a unique control number	None	0.5 Working	
	4.5	Official acceptance of application for the issuance of SCC for LPG establishments		Day	Staff OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)
	4.6	Endorse application to assigned processor for the issuance of SCC			Officer of the day/assigned staff, RMMSCD
	4.7	Processing of application for the issuance of SCC		8 Working Days	Science Research Specialist, RMMSCD

Total Number of Da	ays		2	0 Working Day	S
	0.4	Records Management Division			
	5.3	File copy of the application and action for safekeeping Provide copy to		1 Working Day	Admin Staff, RMMSCD
	5.2	Release of application to client			
5. Receipt of SCC and acknowledgement	5.1	Release of approved application to respective division			Admin Staff, OIMB-OD
	4.11	Review and approval of SCC application		-	Director, OIMB-OD
	4.10	Review and endorsement of SCC application for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	4.9	Review of the evaluation and action on the application and endorsement to Office of the Bureau Director, SCC		5 Working Days	<i>Division Chief,</i> RMMSCD
	4.8	Review of the evaluation and action on the application of SCC			Supv. SRS, RMMSCD



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

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"

Of	fice or Division:	Oil Industry Manageme	ent Bureau (OIMB)		
Cla	assification:	Highly Technical Trans	saction		
Ту	pe of Transaction:	Government-2-Business			
Wł	Who May Avail: Entities intending to engage in the business of retailing of Liquid Fuels				
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1.	Prior Notice				
		ized application form blowing information: (1	Provided by applicant		
	1.1.1 Business name, ad number, fax numbe the business office;	r and e-mail address of			
	1.1.2 Location and comp Retail Outlet; and	lete address of the			
	1.1.3 Name of dealer/reta representative if partnership/corpora				
2.	A Notice of Undertaking on violations committed by dea proprietor (1 copy)	liability in case of	Provided by applicant		
	Supporting Documents for	or 1 st Issuance			
3.	Authenticated copy of the v or original Supplier's Certifi registered distributor/suppli copy)	cate from an OIMB-	OIMB-registered distributor/ supplier		
4.	Notarized Statement that the operation of the Retail Outle signed by the Engineering Construction Contractor an Retail Outlet supported by and/or BOSH Certificate (1	et is PNS-compliant Procurement d dealer/owner of the copy of valid PRC ID	Engineering Procurement Construction Contractor		
5.	List of dispensing pumps/h storage tank/s with corresp product (1 copy)	oses and underground	Provided by applicant		
6.	Scaled lay-out plan showin pumps, underground storage and other facilities (with me	ge tanks, cashier's booth	Engineering Procurement Construction Contractor		
7.	Latest photographs (in 5R		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	
8.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
9.	copy) Payment of fee	Provided by applicant
9. 10.	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	
2	partnership/corporation/cooperative Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
2. 3.	Authenticated copy of the valid Supply Agreement	
5.	or original Supplier's Certificate from an OIMB-	
	registered distributor/supplier with validity period (1	OIMB-registered distributor/ supplier
	copy)	
4.	DOE SCC/COC Clearance of No Pending Case (1	
	copy)	Legal Services
5.	Latest photographs (in 5R size) showing:	Provided by Applicant
	 Full/front, right, and left side views of the retail outlet 	
	 Required stickers/labels for RON, E10 and B2, among others 	
	c. Price display board	
	d. Safety and informational signs	
6.	Photocopy of previous COC	
7.	Payment of Fee	Provided by Applicant
8.	Reportorial Requirements (Under oath; submitted every 30 th day of January)	
9.	Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant
10.	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
Note	s:	
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	

a	applicant/person i	e required indicating that s authorized to transact v orporation/company.			
CL	IENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a (N	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	N / A		Officer of the day Oil Industry Management Bureau
		1.1.1 If complete, provide DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services 1.1.2			
		If incomplete, return to client.			
F T	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	Admin fine (if applicable)		Division Chief or Director, Legal Services
		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			
a (N	Filing of application to Dil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	None		<i>Staff,</i> OIMB
	Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	Ack. of Notice – Php 500.00 Application Fee – Php. 3000.00		<i>Collecting Officer,</i> Treasury Division

5. Submission of application to Records Management Division	5.1 Official Acceptance of application 5.1.1		0.5 Working Day	Records Officer, RMD
	Endorsement of application to OIMB			
	5.2 Receipt of application and assignment to respective division			Admin Staff, OIMB-OD
	5.3 Receipt of application and assignment to respective section/ personnel	None	9.5 Working Days	Staff, OIMB
	5.4 Processing of application and preparation of COC			Science Research Specialist, Respective Division
	5.5 Review of the evaluation and action on the application		5 Working Days	<i>Supv. SRS,</i> Respective Division
	5.6 Review of the evaluation and action on the application and endorsement to Office of the Bureau Director			<i>Division Chief,</i> Respective Division
	5.7 Review and endorsement of application for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	5.8 Review and approval of endorsed application			Director, OIMB-OD
6. Receipt of approved COC	6.1 Release of approved application to respective division			Admin Staff, OIMB-OD
	6.2 Encoding of COC 6.3 Release of application to client 6.3.1			Admin Staff, Respective Division
	File copy of the application and action for safekeeping			

Management Division Total Number of Days	20 Working Days
6.3.2 Provide copy to Records	

DOE 2021 CITIZEN'S CHARTER



Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 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 pursuant to the requirements of Sections 1(b)(c) & 2b of the Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act 8479

0	ffice or Division:	Oil Industry Competition and Monitoring Division (OICMD)			
C	assification:	Highly Technical Transaction			
Ту	/pe of Transaction:	Government-2-Business			
W	ho May Avail:	Fully complied entities to the Prior Notice Requirements fo Business Engagement in the Downstream Oil Industry			
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1.	 Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy) 		OIMB/COR#002-NTEB		
2.	Written Request for End	dorsement (1 copy)	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 				
No	tes:				
1.	Original copy of the abo be presented to OIMB f purposes				
2.			Applicant		

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division)			
		1.3 If incomplete, return to client.			
2.	Pay Application fees	2.1 Process payment and issue Official Receipt	Php 1,000.00		Collecting Officer, Treasury Division
3.	application to Records	3.1 Official receipt of application3.2 Endorse		0.5 Working Days	Records Officer,
	Division with copy of official receipt	application to OIMB			RMD
	and order of submission	3.3 Receive application and assign to respective division	1		Admin Staff, OIMB-OD
		3.4 Receive application and assign to respective section/ personnel	None		Admin Staff, OICMD
		3.5 Evaluate / process the application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant		14.5 Working Days	Science Research Specialist, Respective Division

· · · · · · · · · · · · · · · · · · ·			
to sul additi inforr suppo DOE for B0 Regis proce	onal data/ nation in ort to the Endorsement		
Notes:			
the a requi subm not b time proce the D Regis	ssing days of		SRS, Respective Division
mail o phon withir days.	cation via or e-mail or e call) is hthree (3)		
Acknu Letter recon appro issua EC a	nmend wal for the nce of MOA,		Supv. SRS, Respective Division
Acknu Letter recon appro issua EC a	nmend wal for the nce of MOA,		Division Chief, Respective Division
3.9 Revie Ackn Lette recor	w MOA, EC, owledgement and nmend oval for the	5 Working days	Assistant Director, OIMB-OD

	action for safekeeping 4.3 Provide copy to Records Management Division		Respective Division
	action for safekeeping 4.3 Provide copy to Records		Respective
	action for safekeeping		Respective
	action for		Respective
	application and		Admin Staff,
	4.2 File copy of the		
ceipt of signed nowledgement ter	4.1 Release the application to client	None	
	Release the approved MOA, EC & Acknowledgement letter to OICMD		Admin Staff, OIMB-OD
	3.11		
	Approve the MOA, EC & Acknowledgement letter		Director, OIMB-OD
	3.10		
	EC and Acknowledgement letter		
	nowledgement	Acknowledgement letter 3.10 Approve the MOA, EC & Acknowledgement letter 3.11 Release the approved MOA, EC & Acknowledgement letter to OICMD ceipt of signed nowledgement er	EC and Acknowledgement letter 3.10 Approve the MOA, EC & Acknowledgement letter 3.11 Release the approved MOA, EC & Acknowledgement letter 3.11 Release the approved MOA, EC & Acknowledgement letter to OICMD xeipt of signed nowledgement application to client



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

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 pursuant to the requirements of Sections 1(b)(c) & 2b of the Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act 8479

0	ffice or Division:	Oil Industry Competition and Monitoring Division (OICMD)		
C	lassification:	Highly Technical Transaction		
Т	pe of Transaction:	Government-2-Business		
W	/ho May Avail:	Fully complied entities to the Prior Notice Requirements fo Business Engagement in the Downstream Oil Industry		
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
1.	 Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy) 		OIMB/COR#002-NTEB	
2.	Written Request for Endo	orsement (1 copy)	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 			
No	tes:			
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes			
2.	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: <u>rescandor@doe.gov</u> <u>.ph</u> and/or oicmd- demand@doe.gov.p h	1.1 Receive/ confirm receipt via email of documents against checklist of requirements	None		Supervising Science Research Specialist OICMD- ODMCMS
	 1.2 Assign to processor for review of completeness of documents against checklist of requirement. 1.2 If complete, inform client via email to submit copy of 			
	validated landbank deposit slip or screenshot of online-bank transfer for the payment of application fee (Notification via e- mail is within three (3) days of receipt of application)			Assigned Processor OICMD- ODMCMS
	1.3 If incomplete, Inform client via email on the documents for submission, or Schedule a virtual meeting with client to discuss the checklist of requirements (Notification via e-			

2. Pay Application Fee	 mail is within three (3) days of receipt of application); and write an Acknowledgement letter to client to be signed by the Bureau Director on the pending documents for submission; 2.1 Secure copy of 			
	validated Landbank deposit slip/ copy of online bank transfer	Php 1,000.00		Client
3. Submit application via email with copy of proof of payment of application fee at: <u>rescandor@doe.gov</u> <u>.ph</u> and/or oicmd- demand@doe.gov.p h	 3.1 Official receipt of application and inform client on when to expect the availability of the signed documents 3.2 Receive application and assign to processor 			Supervising Science Research Specialist OICMD- ODMCMS
	3.3 Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant	None	15 Working Days	Science Research Specialist OICMD- ODMCMS
	3.4 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			Supervising Science Research Specialist, OICMD- ODMCMS

	3.5	Review MOA, EC, Acknowledgement Letter and			
		recommend approval for the issuance of MOA, EC and Acknowledgement letter			<i>Division Chief</i> Respective OICMD
	3.6	Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working	<i>Assistant Director</i> Office of the Bureau Director
	3.7	Approval of MOA, EC & Acknowledgement letter		Days	<i>Director,</i> Office of the Bureau Director
	3.8	Release of approved MOA, EC & Acknowledgement letter to OICMD			<i>Admin Staff,</i> Office of the Bureau Director
4. Receipt of signed Acknowledgement Letter and copy of Endorsement Certificate	4.1	Inform client that original copies are available for pick- up in OIMB- OICMD and provide scanned copy of signed documents and customer feedback form via email (Notification is within three (3) days after receipt from Office of the Bureau Director of the signed documents)	None		Admin Staff, OICMD
	4.2	File copy of the application and action for safekeeping			

F N	Provide copy to Records Management 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

DOE-OIMB issuance of Certificate of Non-coverage (CNC) to all persons engaged for own-use operation

O	ffice or Division:	Oil Industry N	/anagement Bureau (OIMB)	
CI	lassification:	Highly Techn	ical Transaction	
Ту	/pe of Transaction:	Governmnet-	2-Business	
W	/ho May Avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet		
	CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
1.	OIMB/FO duly acknowledged request containing the followin information: (1 copy)	ng	Provided by Applicant	
	1.1 Business name, address number, fax number an address of the business	d e-mail s office;		
	1.2 Location and complete establishment; and			
	1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative			
2.			Provided by Applicant	
3.	Valid Membership Agreement copy)	t of the fleet (1	Provided by Applicant	
4.			OIMB-registered distributor/ supplier	
5.	LTO/LTFRB/LGU documents fleet of vehicles	confirming the	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 do requirements for and in fleet operator	-behalf of the		
	6.7 To operate the facility to serve the fleet	o exclusively		

		e the Notarized affidavit of g for and in-behalf of the			
	fleet operat				
7.	underground stor	pumps/hoses and age tank/s with pacity/ies per product (1		Provided by appli	cant
8.	Scaled lay-out pla island/dispensing storage tanks, ca	an showing the pumps, underground shier's booth and other asurement) (1 copy)	Engineering	Procurement Cons	truction Contractor
9.	Accomplished DC (1 copy)	DE Form on Undertaking		Provided by appli	cant
10.		hs (in 5R size) showing:		Provided by appli	cant
	10.1 Full/front, r the retail or	ight, and left side views of			
	E10 and B2	tickers/labels for RON, 2, among others			
	10.3 Drice diamle				
	Price displated to Price Price Displated Price Displayed Price	ay board			
		informational signs			
11.		Clearance of No Pending			
	Case (1 copy)	5	Legal Services		
12.	Payment of fee		Provided by Applicant		
Not	'es'			Applicant	
1.	Original copy of t	he above documents shall DIMB 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 				
		ooration/company.		DDOOFOOLUG	DEDAGN
(CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Staff, Oil Industry Management Bureau
2.	Filing of DOE SCC/COC Clearance of	2.1 Checking of database if LFRO has record of pending case	Admin. Fine, if applicable		Division Chief or Director, Legal Services

	N.a. Danalinan				
	No Pending				
	Case to Legal				
	Services	0.4.4			
		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	3.1 Issuance of order of			
	application to	payment for fees			Staff,
	Oil Industry	(treasury) and order			-
	Management	of submission	None		Oil Industry
	Bureau	(Records			Management
		Management			Bureau
		Division)			
4.	Payment of	4.1 Processing of	Ack. of		
	Applicable	payment and			Collecting Officer,
	fees	issuance of Official	Notice –		Treasury
		Receipt	Php 500.00		,
5.	Submission of	5.1 Official Acceptance of			
	application to	application			-
	Records			0.5 Working	Records Officer,
	Management			Day	RMD
	Division				
		5.1.1			
		Endorsement of			
		application to OIMB			
		5.2 Receipt of application			
		and assignment to	None		Admin Staff,
		respective division	NONE		OIMB-OD
		5.3 Receipt of application	•		
					Admin Stoff
		and assignment to		0 5 Warking	Admin Staff,
		respective section/		9.5 Working	OIMB
<u> </u>		personnel		Days	Onierra
1		5.4 Processing of			Science
		application and			Research
1		preparation of CNC			Specialist,
					Respective
					Division
		5.5 Review of the			Supv. SRS,
		evaluation and action			Respective
		on the application	None		Division
		5.6 Review of the	INDIE	5 Working Days	Division Chief
		evaluation and action			Division Chief,
		on the application and			Respective
		endorsement to			Division
L			1	1	

	Office of the Bureau Director		
	5.7 Review and endorsement of application for Director's approval		Assistant Director, OIMB-OD
	5.8 Review and approval of endorsed application	5 Working Days	Director, OIMB-OD
6. Receipt of CNC	6.1 Release of approved application to respective division		Admin Staff, OIMB-OD
	6.2 Encoding of CNC6.3 Release of application to client		
	6.3.1 File copy of the application and action for safekeeping		Admin Staff, Respective Division
	6.3.2 Provide copy to Records Management Division		
Total Number of	Days	20 Working Days	



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

The permit to authorize the acquisition of permits/clearance from other government agencies and financial closing related to the proposed Downstream Natural Gas Facilities.

Office or	Division:	Natural Gas Management Division (NGMD)		
Classific	ation:	Highly Technical Transaction		
Type of 1	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			
k		ing information sheet showing a Applicant (Annex A-2 of DC No.	Annex A-2 of DC No. 2017-11- 0012	
(/ / (/	Commission (SEC Articles of Incorpor Certificate of Ame foreign equivalents Applicant shall inclu operate Downstrear	of the Securities and Exchange) Certificate of Registration, ation and By-Laws, and latest ndment, if applicable; or their The corporate purpose of the de the authority to construct and n Natural Gas Facilities;	Securities and Exchange Commission (SEC)	
l a			Securities and Exchange Commission (SEC)	
1.4 (a r t			Provided by Applicant	
	ical Documentatio			
2.1	Applicant Profile			
2.1.1	description of its that of the chose Group, experien	hall submit a duly notarized own, or if necessary, including en member/s of the Applicant ce and technical capability g out the Project, specifically:	Provided by Applicant	

2.1.2		
2.1.2	A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;	
2.1.3		
	A summary and description of all gas-related projects completed and pending, if any, for at least the past three (3) years preceding the date of the application including the assessment of the performance of their construction, operation and economic feasibilities;	
2.1.4	Description of the qualifications and experience of key management, professional and technical personnel in the Downstream Natural Gas Facility construction and operation;	
2.1.5		
2	Disclosure of any pending or determined with finality major safety or environmental enforcement actions by relevant authorities;	
2.1.6	· · · · ·	
2	If Applicant Group's technical capability will be used, the Secretary's certificate of the chosen	
	member/s confirming a board resolution	
	authorizing the commitment of the identified	
	technical capability to the proposed Project;	
2.1.7		
	Other information that the Applicant may deem	
	necessary to support its application or as maybe	
	required by the C-REC.	Provided by Applicant
	onstruction Plans and Designs	
2.3.1	Conorol Project Description	
2.3.2	General Project Description;	
2.3.2	Locational zoning clearance subject to the local	
	avernment zoning ordinance:	
2.3.3		
	Quantitative risk assessment report for safe	
	distance requirements;	
2.3.4		
	Environmental (land, air, water and people) impact identification, prevention and mitigation	
	assessment report of the proposed infrastructure	
	and processes on the proposed site consistent with	
	the Philippine Environmental Impact Statement	
	System Law (EISS) and its implementing rules;	
2.3.5		
	Geologic, Oceanographic, Seismic, Atmospheric,	
	and Security hazard identification, prevention and	
	mitigation assessment report;	

2.3.6		Drovided by Applicant
Distributi Asset Si construct	on Impact Study (DIS) and Distribution tudy (DAS) or embedded power plant tion plan for power supply requirement;	
detailed t (as deve evidence their corr	nd Engineering Design (FEED) and building and equipment plans and designs eloped during FEED and together with e of completion of the FEED stage) and responding work program and budget;	
facilities a diagram processe engineer due co assessm above;	ual plans and designs of buildings, other and equipment, with descriptions and flow of their construction and installation as including the integrity and safety ing methods and technology applied with insideration of the results of the inents made from items guidelines 2.a to 2.f	
Philippine standard formulatio construct	y list with sufficient description of the e or Internationally accepted codes and s specifically used as basis on the on of the plans and designs for the tion of buildings and other facilities and the on of equipment including the materials rein;	
2.3.7.3 Planned	Construction Schedule;	
	ns and list of key buildings, other facilities, nt, access roads, safety zones and s;	
2.3.7.5 Manpowe requirem		
2.3.7.6 Manager	nent of change system;	
	ance of records system;	
	ty quality assurance program validation	
plans and and insta	nd Quality Assurance Certifications of the d designs of the buildings, other facilities alled equipment;	
-	nd Quality Assurance Certifications of the used on the construction, facilities and nt; and	

	Description theory Arrow Biogenet
2.3.8.3 Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities and equipment;	Provided by Applicant
2.3.9	
A summary of the execution plan for the establishment of a professional project management team for construction, installation, testing and commissioning;	
2.3.10	
A summary report prepared by the Applicant on other Government agencies' permitting requirements before construction and before operation; and	
2.3.11	
Other relevant studies or assessment reports that the Applicant may deem necessary to support its application.	
2.4 Health, Safety, Security and Environment (HSSE)	
Assessment and Management Plan (Construction and Equipment Installation Phase)	
2.4.1	Provided by Applicant
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:	
2.4.1.1	
Environmental Risk Assessment and Management Plan	
2.4.1.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.4.1.3 Facility Security Risk Assessment and Management Plan	
2.4.1.4	
Disaster/ Emergency Preparedness and Response Plan	
2.4.1.5 Other areas of concern that the Operator may deem necessary.	
2.5 Financial Documentation	
2.5.1 Economic/Financial Feasibility Report with clear demonstration of the projected revenue versus the	Provided by Applicant

costs and other relevant factors associated with the	
project;	
2.5.2 Financial Closing Methodology Report covering the entire proposed work program and budget with clear demonstration of ability to meet funding	
requirements;	
2.6 Supporting Documents:	
2.6.1 Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the project, including but not limited to:	Provided by Applicant
2.6.1.1	
Engineering, Procurement and Construction (EPC) agreements; 2.6.1.2	
LNG supply agreements of Operators and/or terminal user(s);	
2.6.1.3 Gas sales agreements by Operator and/or terminal users with power or non-power customers;	
2.6.2	
Certified true copy of Applicant's tax clearance certificate from the respective tax regulating Government Agency for the immediate preceding year from year of application as required by the Philippine Executive Order No. 398;	
2.6.3	
For corporations existing for more than two (2) years at the time of filing of application:	
2.6.3.1 Certified true copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the date of the Application and Original copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;	
2.6.3.2 Original copy of the Projected Cash Flow Statement covering the cash availability for the entire construction and expansion or modification, if applicable; and	
2.6.3.3 Proof of ability to raise its equity share earmarked for the project through any or a combination of the following:	Provided by Applicant
2.6.3.3.1 Original copy of the Bank Certification to	

substantiate the cash balance as of 10 business	
days prior to the date of application; and	
2.6.3.3.2	
Credit lines available;	
2.6.4	
For newly-organized corporations existing for less	
than two (2) years at the time of filing of application:	
2.6.4.1	
Certified true copy of the Annual Report or Audited Financial Statements (FS) or Original copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;	
2.6.4.2 Original copy of the Projected Cash Flow Statement covering the cash availability for the entire construction and expansion or modification, if applicable; and	
2.6.4.3	
Proof of ability to raise its equity share earmarked for the project through any or a combination of the following:	
2.6.4.3.1	
Original copy of the Bank Certification to substantiate the cash balance as of 10 business days prior to the date of application; and	
2.6.4.3.2	
Credit lines available;	
2.6.5	
Applicants with insufficient ability to raise equity share for the proposed Project may seek earmarked fund guarantee from the chosen member/s of the Applicant Group but shall be limited to corresponding participating interest and shall submit the following:	
2.6.5.1	
Certified true copy of the shareholders or Parent Company's financial documents per 3.a to 3.c and 4.a to 4.b, as applicable; and	
2.6.5.2	Provided by applicant
Secretary's certificate confirming board resolution authorizing the contribution to the funding of the equity share corresponding to its participating interest.	
Notes:	
 A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 	Provided by Applicant
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents,	

3.	and digital (US format is the us in single line sp appropriate sca Original copy of to OIMB for autil If the appli corporation/com corporation) of company) sha applicant/person behalf of the com	d n d e or or e				
С	LIENT STEPS	AG	SENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) If incomplete,			
2.	Pay applicable fees	2.1	return to client Process payment and issue Official Receipt	(To be announced)		Collecting Officer, Treasury Division
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application	None	0.5 Working Day	Records Officer, RMD
		3.1.1 3.2	Endorse application to OIMB Receive application and		7.5 Working Days	Admin Staff, OIMB-OD

	<u> </u>			
	assign to			
	respective			
	division			
3.3	8 Receive			
	application and			
	assign to			Admin Staff,
	respective			OIMB
	section/			Onne
	personnel			
		-		Science
3.4				
	application and			Research
	prepare Notice to			Specialist,
	Proceed (NTP)			Respective
		-		Division
3.5	6 Review, evaluate			Supv. SRS,
	and act on the			Respective
	application			Division
3.6				
	and act on the			
	application, and			Division Chief,
	endorse to Office			Respective
	of the Bureau			Division
	Director			
3.7		-		
5.7	endorse			Assistant
	application for			Director,
	Director's			OIMB-OD
				UINIB-UD
	approval			
3.8				
	endorse			D : (
	application for			Director,
	Assistant			OIMB-OD
	Secretary's			
	approval			
3.9	Review and			Supervising
	endorse		7 Working Days	Assistant
	application for		7 WORKING Days	
	Undersecretary's			Secretary
	approval	None		
3.1		1		
	endorse			0
	application for			Supervising
	Secretary's			Undersecretary
	approval			
3.1		1		
	approved the			Office of the
	endorse		5 Working Days	Secretary
				(OSEC)
	application	4		Admin Stoff
3.1	2 Release			Admin Staff,
	approved			OIMB-OD

Total Number of Days		20 Working Days
	4.3 Provide copy to Records Management Division	
	4.2 File copy of the application and action for safekeeping	Admin Staff, Respective Division
Receipt of Notice to Proceed (NTP)	application to respective division 4.1 Release of application to client	



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

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 Bu			eau (OIMB)	
Classification: Highly Technical Transaction				
Туре	of Transaction:	Government-2-Business		
Entities intending to engage in			n the business of retailing of Liquid ar the shoreline and intended	
	CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
1. P	Prior Notice			
-	complete with th	otarized application form e following information: (1 copy)	Provided by Applicant	
	fax number and office;	address, telephone number, e-mail address of the business		
1	.1.2			
	Outlet; and	mplete address of the Retail		
1	representative if	retailer or authorized oration/cooperative		
v	Notice of Undertakir	ng on liability in case of by dealer, operator, owner or	Provided by Applicant	
	Supporting Docume			
	Agreement or or an OIMB-registe validity period (1	opy of the valid Supply iginal Supplier's Certificate from red distributor/supplier with copy)	OIMB-registered distributor/ supplier	
3	technology can watmosphere and by the Engineeri Contractor and c	cation that the materials and withstand sea water or corrosive actions of waves on the issued ng Procurement Construction dealer/owner of the Retail Outlet py of valid PRC ID and/or e (1 copy)	Engineering Procurement Construction Contractor	

	3.3 Manufacturer's safety certification on the	Manufacturer
	storage tank (1 copy)	
	3.4 List of dispensing pumps/hoses and	
	underground storage tank/s with corresponding	Provided by Applicant
	capacity/ies per product (1 copy)	
	3.5 Scaled lay-out plan showing the	
	island/dispensing pumps, underground storage	Engineering Procurement
	tanks, cashier's booth and other facilities (with	Construction Contractor
	measurement) (1 copy)	
4.	Latest photographs (in 5R size) 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	
5.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
	copy)	
6.	Payment of fee	Provided by applicant
7.	Supporting Documents for Renewal	
	7.1 Filled-out and notarized application form	Dravidad by applicant
	complete with the following information: (1 copy	Provided by applicant
	7.1.1	
	Business name, address, telephone number,	
	fax number and e-mail address of the business	
	office;	
	1.1.1	
	Location and complete address of the Retail	
	Outlet; and 1.1.2	
	Name of dealer/retailer or authorized	
	representative if	
	partnership/corporation/cooperative	
8.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
9.	Authenticated copy of the valid Supply Agreement or	
5.	original Supplier's Certificate from an OIMB-registered	OIMB-registered distributor / supplier
	distributor/supplier with validity period (1 copy)	
10.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
	copy)	-
11.	Latest photographs (in 5R size) showing:	Provided by Applicant
	11.1 Full/front, right, and left side views of the retail	
	outlet	
	11.2 Required stickers/labels for RON, E10 and B2,	
	among others	
	11.3 Price display board	
10	, ,	Drovidod by Applicant
12.	Photocopy of previous COC	Provided by Applicant
13.	Payment of Fee	

14.	Reportorial Req every 30 th day o	quirements (Under oath; s			
		Purchase, Sales and Inv	entory in	Provided b	y Applicant
	14.2 Authenti Agreemo from an	icated copy of the valid S ent or original Supplier's OIMB-registered distribut dity period (1 copy)	OIMB-registered o	distributor/ supplier	
Note	es:				
1.		f the above documents sh IMB for authentication pu			
2.	If the applicant corporation/com corporation) or company) shall applicant/perso	is a representative of the npany; Secretary's Certifi notarized Authorization L be required indicating the n is authorized to transac corporation/company.			
С	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Staff, Oil Industry Management Bureau
		1.2 If complete, provide DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services			
		1.3 If incomplete, return to client.			
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	Admin. 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 Oil Industry Management Bureau	3.1	Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		Staff, Oil Industry Management Bureau
4.	Payment of Applicable fees	4.1	Processing of payment and issuance of Official Receipt	Ack. of Notice – Php 500.00 Application Fee – Php. 3000.00		Collecting Officer, Treasury Division
5.	Submission of application to Records Management Division	5.1	Official Acceptance of application		0.5 Working Day	Records Officer, RMD
			5.1.1 Endorsement of application to OIMB			
		5.2	Receipt of application and assignment to respective division		9.5 Working Days	Admin Staff, OIMB-OD
		5.3	Receipt of application and assignment to respective section/ personnel	None		Admin Staff, OIMB
		5.4	Processing of application and preparation of COC			Science Research Specialist, Respective Division
		5.5	Review of the evaluation and action on the application			Supv. SRS, Respective Division
		5.6	Review of the evaluation and action on the application and		5 Working Days	Division Chief, Respective Division



Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities

The permit to authorize the construction, expansion, rehabilitation, and modification of the proposed Downstream Natural Gas Facilities.

O	ffice o	or Division:	Oil Industry Mana Division	gement Bureau-Natural Gas Management		
CI	lassifi	ication:	Highly Technical ⁻	Transaction		
Ту	pe of	f Transaction:	Government-2-Bu	usiness		
w	ho Ma	ay Avail:		ng to construct, expand, rehabilitate, and modify atural Gas Facilities		
	CHE		QUIREMENTS	WHERE TO SECURE		
1.	Perm	nits				
	1.1	Department of Natural Resource	· · · · ·	Department of Environment and Natural Resources (DENR)		
	1.2	Endorsement an Local Governm where the facility	()	Local Government Unit (LGU), where the facility is located.		
	1.3	from the Nation	Pre-Condition (CP) al Commission on oples (NCIP), if	National Commission on Indigenous Peoples (NCIP)		
	1.4	Department of A applicable;	Clearance from the Agriculture (DA), if	Department of Agriculture (DA)		
	1.5	Registration with Labor and Emplo	the Department of yment (DOLE);	Department of Labor and Employment (DOLE)		
	1.6 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS); and		h the Bureau of e (BIR), Philippine nce Corporation DMF-Pag-ibig, and	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF- Pag-ibig, and Social Security System Corporation (SSS)		
	1.7	Other permits as law or rules in c construction.	maybe required by order to commence	Provided by Applicant		
2.	Subr Closi	nission of Proof (ing	of Financial	Provided by Applicant		
Not	tes:					

1. 2.	its legal, technica in English authenticated by operational cove The application n two (2) complete and financial doo Drive in PDF format is the use at 12 font and in s	red Applicant shall submit and financial documents language and duly vits embassy which has rage of the Philippines; must be both in paper, with e sets of legal, technical, cuments, and digital (USB format). Recommended of the Times New Roman single line spacing, figures maps at an appropriate		Provided by Appli	cant
3.	shall be pres authentication pu If the applicant i corporation/comp Certificate (for o Authorization Let required inc applicant/person	s a representative of the bany; Secretary's corporation) or notarized ter (for company) shall be licating that the is authorized to transact on behalf of the		Provided by Appli	cant
			FEES TO BE	PROCESSING	DEDOON
	CLIENT STEPS	AGENCY ACTIONS	PAID	TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	AGENCY ACTIONS 1.1 Review of completeness of documents against checklist of requirements.			
	File application to Oil Industry Management	 1.1 Review of completeness of documents against checklist of requirements. 1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division) 	PAID		RESPONSIBLE Officer of the day/Assigned Processor, Oil Industry Management
	File application to Oil Industry Management	 1.1 Review of completeness of documents against checklist of requirements. 1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management 	PAID		RESPONSIBLE Officer of the day/Assigned Processor, Oil Industry Management

				LNG		
				Terminal and related facilities - Php 113,000.00 per proj. app.		
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application		0.5 Working Day	Records Officer, RMD
		3.1.1	Endorse application to OIMB			
		3.2	Receive application and assign to respective division			Admin Staff, OIMB-OD
		3.3	Receive application and assign to respective section/ personnel	None		Admin Staff, OIMB
		3.4	Process application and prepare Permit to Construct, Expand, Rehabilitate and Modify (PCERM)		7.5 Working Days	Science Research Specialist, Respective Division
		3.5	Review, evaluate and act on the application			Supv. SRS, Respective Division
		3.6	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, Respective Division
		3.7	Review and endorse application for Director's approval			Assistant Director, OIMB-OD

	3.8	Review and endorse application for Assistant Secretary's approval			Director, OIMB-OD
	3.9	Review and endorse application for Undersecretary's approval		7 Working	Supervising Assistant Secretary
	3.10	Review and endorse application for Secretary's approval		days	Supervising Undersecretary
	3.11	Review and approved the endorse application			Office of the Secretary (OSEC)
	3.12	Release approved application to respective division		5 Working	Admin Staff, OIMB-OD
 Receipt of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) 	4.1	Release of application to client	None	days	Admin Staff, Respective Division
	4.2	File copy of the application and action for safekeeping			
	4.3	Provide copy to Records Management Division			
Total Number of I	Days			20 Working Day	/S



Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities

The permit to authorize the operation and maintenance 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 Gas Facilities	d maintain Downstream Natural		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
1. Certificate of Comple	tion			
certificate of con Engineering, Proc	ificate of practical completion and mpletion testing issued by the curement and Construction (EPC) e conformity of the Owner's project	Provided by applicant		
	dings, Facilities and Equipment	Provided by applicant		
2. Summary List of Buil 3. Operational process				
of building, facili commissioning, o for DOE guidance 4. Health, Safety, Secu	erational process with flow diagram ties, and equipment for testing, peration, repair and maintenance and reference urity and Environment (HSSE) lanagement Plan (Operational	Provided by applicant		
4.1 Submission of management and complement, qual development pro address the risks areas: 4.1.1 Environmental Ris Plan 4.1.2 Occupational Hea and Management 4.1.3	a employee structure, manpower ification and competency / training ogram and mitigation plans to at ALARP levels in the following sk Assessment and Management alth and Safety Risk Assessment	Provided by Applicant		

4.1.4 Disaster/ Emergency Preparedness and Response Plan 4.1.5 Community social development program 4.1.6 Other areas of concern that the Operator may deem necessary 5. Permitting requirement of other Government Agencies for the Operation of the Facility which shall include the following: Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the DENR; Department of Environment Unit (LGU); 5.2 Endorsement and Permits for Operation from the Department of Labor and Commission on Indigenous Peoples (NCIP), if applicable; Department of Labor and Employment (DOLE); 5.5 Registration and Permit to Operate from the Department of Labor and Employment (DOLE); Department of Labor and Employment (DOLE); 5.6 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-big and Social Security System Corporation (SSS); Bureau of Fire Protection (BFP) 5.7 Sanitary Permit (Sanitary Code); and Local Government Unit (LGU), where the facility is located. 5.8 Other permits as maybe required by law or rules Provided by Applicant Notes: 1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by it embassy which has operational coverage of the Philippines; Provided by Applicant 2. The application must be both in paper, with two (2) complete sets of l			
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Community social development program 4.1.6 Other areas of concern that the Operator may deem necessary 5. Permitting requirement of other Government Agencies for the Operation of the Facility which shall include the following: 5.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the DENR; Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the Local Government Unit (LGU); Department of Environment and Natural Resources (DENR) 5.2 Endorsement and Permits for Operation from the Local Government Unit (LGU); Local Government Unit (LGU); National Commission on Indigenous Peoples (NCIP). If applicable; 5.4 Registration and Permit to Operate from the Department of Labor and Employment (DOLE). Department of Labor and Employment (DOLE). 5.5 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig and Social Security System Corporation (SSS) Bureau of Fire Protection (BFP) 5.7 Sanitary Permit (Sanitary Code); and technical and financial documents in English language and duly authenticated by its embassy which has operational and financial documents in English language and duly authenticated by its embassy which has operational docide and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; Provided by Applicant <t< td=""><td></td><td></td><td>Provided by Applicant</td></t<>			Provided by Applicant
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Notes: 1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; 2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; and 3. Original copy of the above documents shall be presented			where the facility is located.
 A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines; The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; and Original copy of the above documents shall be presented 			Provided by applicant
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completesetsoflegal,technical,andfinancialdocuments,anddigital(USBDriveinPDFformat).RecommendedformatistheuseoftheTimesNewRomanat 12 fontandinsinglelinespacing, figures inA4sizeandmapsat an appropriatescale;and3.Originalcopyoftheabovedocumentsshallbe	1.	technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	
	2.	complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4	Provided by Applicant
	3.		Provided by Applicant

4.	company) shall	any; nota be is au	Secretary's Ce arized Authorizatio required indicat uthorized to transac			
(CLIENT STEPS	AC	SENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1	Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		1.2	If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
		1.3	If incomplete, return to client.			
2.	fees	2.1	Process payment and issue Official Receipt	Pipeline system - Php 10.00 per meter of pipeline LNG Terminal and related facilities - Php 113,000.00 per project application		Collecting Officer, Treasury Division
3.	Submit of application to Records Management Division with copy of official receipt and order of submission	3.1	Official receipt of application	None	0.5 Working Days	Records Officer, RMD

3.2	Endorse			
	application to			
	OIMB			
3.3	Receive			
	application and			Admin Staff,
	assign to			OIMB-OD
	respective			
	division			
3.4	Receive			
	application and			
	assign to			Admin Staff,
	respective			OIMB
	section/			
	personnel			
3.5	Process			Science
	application and			Research
	prepare Permit to			Specialist,
	Operate and			Respective
	Maintain (POM)		7.5 Working Days	Division
3.6	Review, evaluate			Supv. SRS,
	and act on the			Respective
	application			Division
3.7	Review, evaluate			
	and act on the			Division Chief,
	application, and			-
	endorse to Office	None		Respective Division
	of the Bureau	None		DIVISION
	Director			
3.8	Review and			
	endorse			Assistant
	application for			Director,
	Director's			OIMB-OD
	approval			
3.9	Review and			
	endorse			
	application for			Director,
	Assistant			OIMB-OD
	Secretary's			
	approval			
3.10	Review and			Supervising
	endorse			Supervising
	application for			Assistant
	Undersecretary's			Secretary
	approval		7 Working days	
3.11	Review and		<u> </u>	
	endorse			Supervising
	application for			Supervising
	Secretary's			Undersecretary
	approval			

	3.12	Review and approved the endorse application			Office of the Secretary (OSEC)
	3.13	Release approved application to respective division		5 Working days	Admin Staff, OIMB-OD
 Receipt of Permit to Operate and Maintain (POM) 	4.1	Release of application to client	None		
	4.2	File copy of the application and action for safekeeping			Admin Staff, Respective Division
	4.3	Provide copy to Records Management Division			
Total Number of Days				20 Working Day	'S



Issuance of Standards Compliance Certificate (SCC) for Refiner / Importer / Import Terminal / Bulk Supplier / Bulk Plant

DOE-OIMB issuance of Standards Compliance Certificate (SCC) to all persons engaged or intending to engage in the business of importing, refining, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2014-01-0001 "LPG Rules"

Office or Division:	Oil Industry C	Competition and Monitoring Division (OICMD)	
Classification:	Highly Techn	nical Transaction	
Type of Transaction:	Government-	2-Business	
Who May Avail:	Entities inten downstream	ding to engage in bulk LPG business in the oil industry	
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE	
1. Notarized Application Form		OIMB/COR#009-SCCB Annex A	
2. Company Profile Form (1 co	ру)	OIMB/COR#002-NTEB Annex B	
3. Supporting Documents			
3.1. Business Registration SEC/DTI (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
3.2. Business/Mayor's Per (1 copy)		Local Government Unit	
3.3. Fire Safety Inspection (FSIC) (1 copy)		Bureau of Fire Protection (BFP)	
3.4. Permit to Operate Unf Vessel (1 copy)	ired Pressure	Department of Labor and Employment (DOLE)	
3.5. Certificate of Accredita Importer (1 copy)	ation as	Bureau of Customs (BOC)	
3.6. Reference Standards/ compliant statement for operation signed by do Responsible/Authorize the facility (1 copy)	or design and esignated ed Officer of		
3.7. Plant Layout (with details on the following: Number of tanks, capacity, receiving, loading equipment, other Facilities, etc.) (1 copy)		Applicant	
3.8. List of adequate, quali licensed personnel, e and or fixed facilities (owned) (1 copy)	equipment, leased or		
4. Supporting Documents for			
4.1. Business Registration SEC/DTI (1 copy)	from	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	

	4.2. Business/Ma (1 copy)	ayor's Permit (updated)	Local Government Unit		
	4.3. Certificate of Importer (1 c	f Accreditation as copy)	Bureau of Customs (BOC)		
	4.4. Permit to Op Vessel (1 co	erate Unfired Pressure py)	Department	of Labor and Emp	ployment (DOLE)
No	tes:				
1.	Original copy of the shall be presented authentication purp			Applicant	
2.	corporation/compa Certificate (for corp Authorization Lette be required indicat	poration) or notarized er (for company) shall ing that the authorized to transact If of the	Applicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		Officer of the day/Assigned Processor, Oil Industry Management Bureau
		 1.2 If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division) 			
		1.3 If incomplete, return to client.			
2.	Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Ack. of Notice / Engagement on the DOI- Php. 1,000.00 SCC for LPG Est. for 3 yrs		<i>Collecting Officer,</i> Treasury Division

				14 - 1		
				(1st issuance):		
				Php. 3,000.00,		
				Php. 2,500.00		
	0 1 1 1	0.4	0.00	(renewal)		
3.	Submit of	3.1	Official receipt of		0.5 Working	Records Officer,
	application to Records		application		Day	RMD
	Management	3.2	Endorse			
	Division with	0.2	application to			
	copy of official		OIMB			
	receipt and order	3.3	Receive			
	of submission		application and			Admin Staff,
			assign to			OIMB-OD
			respective			
		3.4	division Receive			
		5.4	application and			
			assign to			Admin Staff,
			respective			OICMD
			section/			
			personnel			
		applicati	Evaluate/process			
			application and prepare		14.5 Working Days	
			Evaluation Sheet	None		
			and Standards			Science
			Compliance			Research
			Certificate (SCC)			Specialist, Respective
			and			Division
			Acknowledgeme			
			nt Letter to applicant/		5	
		3.6	proponent			
			Review and			
			recommend			
			approval of the			
			SCC, Evaluation			Supv. SRS,
			Sheet and			Respective
			Acknowledgment Letter to			Division
			proponent/applic			
			ant			
		3.7	Review and			
		1	endorse to OBD			
			for approval of			Division Chief,
			SCC, Evaluation			Respective
		1	Sheet and			Division
			Acknowledgment Letter to			
L		1				

		proponent/applic ant			
	3.8	Review and endorse the SCC, Evaluation Sheet and Acknowledgment Letter to proponent/applic ant for Director's approval			Assistant Director, OIMB-OD
	3.9	Review and approval of SCC, Evaluation Sheet and Acknowledgment Letter to applicant/ proponent		5 Working Days	Director, OIMB-OD
	3.10	Release of signed SCC, Evaluation Sheet and Acknowledgment Letter to OICMD			Admin Staff, OIMB-OD
4. Receipt of signed Acknowledgeme nt Letter	4.1	Release of application to client			
	4.2	File copy of the application and action for safekeeping			Admin Staff, Respective Division
	4.3	Provide copy to Records Management Division			
Total Number of D	ays		:	20 Working Days	5



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

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 Manage	ment Bureau	
Classification:	Highly Technical Tra	insaction	
Type of Transaction:	Government-2-Busir	ness	
Who May Avail:		engage in the business of retailing of a result of emerging technologies that ation of "bote-bote".	
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1. Prior Notice			
form complete information: (1	notarized application with the following copy)	Provided by Applicant	
number, fax nu	e, address, telephone mber and e-mail business office;		
1.1.2	,		
Retail Outlet; a	omplete address of the nd		
representative	r/retailer or authorized if poration/cooperative		
 A Notice of Undertakir violations committed b owner or proprietor (1 		Provided by Applicant	
3. Supporting Document			
Supply Agreen Supplier's Cert	ificate from an OIMB- ibutor/supplier with	OIMB-registered distributor/ supplier	
concerned Loc stating to the e	Certification from the al Government Unit, ffect that the TSRO is of addressing the	LGU	

		proliferation of "bote-bote" retailing in	
		the area and 1-km radius distance	
		from another Retail Outlet (1 copy)	
	3.3	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	Facilities and product safety certifying bodies
		Laboratory (NRTL), European	
		Conformity (CE), Regulatory	
		Compliance Mark (RCM), Product	
		Safety Electrical Appliance and	
		Material (PSE), among others (1	
		сору)	
	3.4	List of dispensing pumps/hoses and	
		underground storage tank/s with	Provided by Applicant
		corresponding capacity/ies per	
		product (1 copy)	
	3.5	Scaled lay-out plan showing the	
		island/dispensing pumps,	Engineering Procurement Construction
		underground storage tanks, cashier's	Contractor
		booth and other facilities (with	Contractor
		measurement) (1 copy)	
	3.6	Latest photographs (in 5R size)	Provided by Applicant
		showing:	
		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	
	3.7	DOE SCC/COC Clearance of No	Legal Services
	0.0	Pending Case (1 copy)	-
	3.8	Payment of fee	Provided by Applicant
4.		orting Documents for Renewal	
	4.1	Filled-out and notarized application	Description theory from the
		form complete with the following	Provided by Applicant
		information: (1 copy)	
		4.1.1 Business name, address,	
		telephone number, fax number	
		and e-mail address of the	
		business office;	
		4.1.2 Location and complete	
		address of the Retail Outlet;	
		and 4.1.2 Name of declar/retailer or	
		4.1.3 Name of dealer/retailer or	
		authorized representative if	

		•	artnership/corporation/c	ooper				
			tive					
	4.2		lished DOE Form on king (1 copy)			Provided by A	oplicant	
	4.3	Authenti Supply A Supplier	cated copy of the valid Agreement or original 's Certificate from an OII ed distributor/supplier wit	OIMB-registered distributor / supplier		butor / supplier		
	4.4	DOE SC	C/COC Clearance of No			Legal Serv	ices	
	4.5		<u>Case, as applicable (1 c</u> hotographs (in 5R size) :	зору)		Provided by A	oplicant	
		a. Full/fro	ont, right, and left side vi tail outlet					
	b. Required stickers/labels for RON, E10 and B2, among others							
			e display board					
			ty and informational sigr	าร				
	4.6 Photocopy of previous COC					Provided by A	oplicant	
	4.7 Payment of Fee							
5.	Reportorial Requirements (Under oath; submitted every 30 th day of January)							
	5.1 Data on Purchase, Sales and Inventory in Volume (1 copy)					Provided by Applicant		
	5.2 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB- registered distributor/supplier with validity (1 copy)					/B-registered distri	butor / supplier	
Note	es:	y 、						
1.	be pre	sented to	the above documents s OIMB for authentication					
2.	 purposes 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. 							
с	LIENT	STEPS	AGENCY ACTIONS		ES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Filing applica Oil Inc	ation to	1.1 Review of completeness of documents against	N	lone		Staff, Oil Industry Management Bureau	

	Management	checklist of			
	Bureau	requirement			
		1.2 If complete, provide DOE SCC/COC Clearance of No Pending Case to be filed at Legal Services			
		1.3 If incomplete, return to client.			
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	Admin. Fine, if applicable		Division Chief or Director, Legal Services
		2.2 If no pending case, note continue processing of COC	;		
		2.3 If with pending case, note hold in abeyance processing of COC			
3.	Filing of application to Oil Industry Management Bureau	 3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division) 	None		Staff, Oil Industry Management Bureau
4.	Payment of Applicable fees	4.1 Processing of payment and issuance of Official Receipt	Ack. of Notice – Php 500.00 Application Fee – Php. 3000.00		Collecting Officer, Treasury Division
5.	Submission of application to Records Management Division	5.1 Official Acceptance of application		0.5 Working Day	Records Officer, RMD
		5.1.1 Endorsement of application to OIMB	N / A		
		5.2 Receipt of application and		9.5 Working Days	Admin Staff, OIMB-OD

	assignment to		
	respective division		
	5.3 Receipt of		
	application and		
	assignment to		Admin Staff,
	respective section/		OIMB
	personnel		
	5.4 Processing of		Science
	application and		Research
	preparation of		Specialist,
	COC		Respective
			Division
	5.5 Review of the		
	evaluation and		Supv. SRS,
	action on the		Respective
	application		Division
	5.6 Review of the		
	evaluation and	5 Working Days	
	action on the		Division Chief,
	application and		Respective
	endorsement to		Division
	Office of the		
	Bureau Director		
	5.7 Review and		Assistant
	endorsement of		Director,
	application for		OIMB-OD
	Director's approval		
	5.8 Review and		
	approval of	5 Working Days	Director,
	endorsed	e Wonding Days	OIMB-OD
	application		
6. Receipt of	6.1 Release of		
approved COC	approved		Admin Staff,
	application to		OIMB-OD
	respective division		
	6.2 Encoding of COC		
	6.3 Release of		
	application to client		
	6.3.1		
	File copy of the		
	application and		Admin Staff,
	action for		Respective
	safekeeping		Division
	6.3.2		
	Provide copy to		
	Records		
	Management		
	Division		
		• • •	

Issuance of Standards Compliance Certificate (SCC) for Auto-LPG Dispensing Station

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Oil Industry Management Bureau				
Classification:	Highly Technical				
Type of Transaction:	Government-2-Busine	ess			
Who May Avail:	hauling, storage, hand	Entities intending to engage in sale in the business of supplying, nauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use.			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
 complete with the f Business name, email address; Location and co establishment/s Name of owner proprietorship, or partnership, or a representative in 	in case of single or partners in case of authorized n case of corporation	Provided by Applicant			
 Mayor's / Business Fire Safety Inspect Occupancy (for new 4. Certification from S Engineering layout Certification on cor Philippine National 	Permit ion Certificate for wly constructed facility) SCC-holder Supplier plan npliance with the Standards (PNS) for	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by Applicant LGUs for every municipality – provided by applicant Bureau of Fire Protection (BFP) – provided by applicant Provided by Applicant Provided by Applicant			
		Provided by Applicant Provided by Applicant			

s (in 5R size) showing and left side views blay boards, safety , among others ents (for Renewal siness from DTI, if gistration, if there's an Permit, if expired C-holder importer, if by of above documents AGENCY ACTIONS			icipality icant
siness from DTI, if gistration, if there's an Permit, if expired C-holder importer, if by of above documents	must be pre	LGUs for every mun Provided by Appl sented for authenti	icant
gistration, if there's an Permit, if expired C-holder importer, if Dy of above documents	must be pre	LGUs for every mun Provided by Appl sented for authenti	icant
C-holder importer, if by of above documents	must be pre	Provided by Appli	icant
by of above documents		sented for authenti	
			cation process
AGENCY ACTIONS	FEES TO		
		PROCESSING	PERSON RESPONSIBLE
 1.1 Review of completeness of documents against checklist of requirement 1.1.1 If complete, prepare filled out form for "Office of the Legal Services Clearance) 1.1.2 Incomplete submissions shall not be accepted 			Officer of the day/Assigned Staff Oil Industry Management Bureau (OIMB)
applicant shall be notified accordingly by the Division concerned 1.2.1 One (1) time letter if			
	 1.1 Review of completeness of documents against checklist of requirement 1.1.1 If complete, prepare filled out form for "Office of the Legal Services Clearance) 1.1.2 Incomplete submissions shall not be accepted 1.2 If mailed, applicant shall be notified accordingly by the Division concerned 1.2.1 One (1) time 	AGENCY ACTIONSBE PAID1.1 Review of completeness of documents against checklist of requirementImage: Complete signification of the complete form for "Office of the Legal Services Clearance)Image: Complete complete submissions shall not be accepted1.2 If mailed, applicant shall be notified accordingly by the Division concernedImage: Complete complete complete complete accordingly by the Division concerned1.2.1 One (1) time letter if incomplete forImage: Complete complete complete complete complete complete complete	AGENCY ACTIONSBE PAIDTIME1.1 Review of completeness of documents against checklist of requirementImage: Classical Class

1		next submission			
		is still incomplete,			
		return all			
		submitted			
		documents to			
		applicant			
2.	Checking of	2.1 Assessment of			
	pending cases	the Office of			Office of the
		Legal Services			Legal Services
		Clearance			
		2.1.1			
		If no pending			
		case, prepare			
		assessment for			
		the payment of			
		application fee			
		2.1.2			
1		If with pending			
1		case, inform the			
		applicant to pay			
		the penalties to			
		Treasury Division			
		2.2 Subject to Legal			
		Clearance (Hold			
		processing of			
1		application /			
		continue			
		processing but			
		hold release of			
		SCC)			
3.	Payment of	3.1 Processing of	Ackt of		
···	applicable fees	payment and	Notice /		
1		issuance of	Engageme		
1			nt on the		
1		Official Receipt	DOI – Php		
			500.00		
1			500.00		
			SCC for		
			LPG Est.		
			for 3 years		
1			(New		Cashier
1			Application)		Treasury
			– Php		i i caoai y
1			3000.00		
			5000.00		
			SCC for		
			LPG est.		
			for 3 years		
			(Renewal)		
1			– Php		
L			2500.00		
·		•		•	

		-		I	1	
			3.1.1			
			Unpaid			
			application shall			
			not be received			
			3.1.2			
			COMs does not			
			confirm payment			
			/ No OR			
			presented,			
			COMS does not			
			confirm payment			
			/ No OR			
			presented			
4.	Submission of	11	Official			
4.	application to	-4.1	acceptance of			Receiver
	Records					Records
			application			Management
	Management				0.5 Working Days	Division
	Division	4.0	F udana and the f			
		4.2				
			application to			
			OIMB-OBD			
		4.3	Receipt of			
			application and			Admin Staff
			assignment to			Office of the
			respective			Bureau Director
			division			
		4.4	Received			
			applications shall			
			be stamped with			
			both date and			
			time and a			
			unique control			
			number			
		4.5	Official		0.5 Working Days	Receiver
		7.0	acceptance of			OIMB – Retail
			application for the			Market Monitoring
			issuance of SCC			and Special
			for LPG			Concerns
			establishments			Division
		-				(RMMSCD)
		4.6	Endorse	N / A		Officer of the
			application to			day/assigned
			assigned			staff
			processor for the			RMMSCD
			issuance of SCC			
		4.7	Processing of			Science
			application for the		8 Working Days	Research
			issuance of SCC			Specialist
			_			RMMSCD
		1		1	1	

	 4.8 Review of the evaluation and action on the application of SCC 4.9 Review of the 		5 Working Days	Supervising Science Research Specialist RMMSCD	
	evaluation and action on the application and endorsement to Office of the Bureau Director, SCC			<i>Division Chief</i> RMMSCD	
	4.10 Review and endorsement of SCC application for Director's approval		5 Working Days	<i>Assistant Director</i> Office of the Bureau Director	
	4.11 Review and approval of SCC application			<i>Director</i> Office of the Bureau Director	
	4.12 Release of approved application to respective division			<i>Admin Staff</i> Office of the Bureau Director	
5 Receipt of SCC and acknowledgement	5.1 Release of application to client		1 Working Day		
	5.2 File copy of the application and action for safekeeping	N / A		<i>Admin Staff</i> RMMSCD	
	5.3 Provide copy to Records Management Division				
Total Number of Days 20 Working Days					



Oil Industry Management Bureau

Internal Service



Request from other Agencies, Bureaus and Services for Oil Industry Data / Statistics / Information

The interagency cooperation between the DOE its attached agencies, bureaus and services for oil industry data / statistics and information

0	ffice or Division:	Oil Industry Manage	ment Burea	u		
С	lassification:	Complex Transaction				
Ту	ype of Transaction:	Government-2-Gove	ernment			
W	/ho May Avail:	Agencies, bureaus a statistics and information		interested in oil ir	ndustry data /	
	CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE	
1.	Letter of request indica information and data.	ting the interested		Provided by Appli	icant	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Not a. b.	Submit letter of request to tes: Records Management Division for other agencies and interested parties outside DOE. OIMB for bureaus and services within DOE	1.1 Official Receipt of request		0.5 Working Day	Officer of the day/Assigned Processor, Records Management Division / Oil Industry Management Bureau	
		 1.2 Receive request and assign to respective division 1.3 Receive request and assign to respective section/ personnel 1.4 Process request and prepare letter respective section/ personnel 	None	4.5 Working Days	Staff, OIMB-OD Staff, OIMB Science Research Specialist, Respective Division	
		1.5 Review, evaluate and act on the request	None		Supv. SRS, Respective Division	

		1.6	Review, evaluate and act on the request, and endorse to Office of the Bureau Director		Division Chief, Respective Division
		1.7	Review and endorse for Director's approval		Assistant Director, OIMB-OD
		1.8	Review and approve endorsed letter	2 Working Days	Director, OIMB-OD
		1.9	Release approved letter to respective division		Staff, OIMB-OD
	ot of requested statistics / ation	2.1	Release of letter to client		Staff, Respective Division
		2.1.1	File copy of the application and action for safekeeping		
		2.1.2	Provide copy to Records Management Division		
Total Nu	mber of Days			7 Working Days	

ELECTRIC POWER INDUSTRY MANAGEMENT BUREAU

(EPIMB)

DOE 2021 CITIZEN'S CHARTER



SUMMARY

Electric Power Industry Management Bureau (EPIMB)

	PROCESS	DURATION					
	EXTERNAL SERVICES						
Ρ	Power Planning Development Division (PPDD)						
1.	Endorsement Letter to the National Commission on Indigenous People (NCIP) for Generation Projects	5 Calendar Days					
2.	Endorsement Letter to National Commission on Indigenous People (NCIP) for Transmission Projects	5 Calendar Days					
3.	Endorsement to the Philippine National Police (PNP) Bureau	5 Calendar Days					
4.	Clearance to Undertake System Impact Study (SIS)	5 Calendar Days					
5.	Endorsement to the Board of Investments (BOI)	7 Calendar Days					
6.	Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)	7 Calendar Days					
7.	Approval of the Selection Process of two (2) Captive Customer Representatives to the Third-Party Bids and Awards Committee	9 Calendar Days					
P	Power Market Development Division (PMDD)						
1.	Issuance of Clearance for Direct Connection to the Grid	50 Calendar Days					
R	ural Electrification Administration and	Management Division (REAMD)					
1.	Certificate of Endorsement for QTP to the Energy Regulatory Commission (QTP-COE)	7 Calendar Days (For Non-RE Projects) 12 Calendar Days (For RE Projects)					



Electric Power Industry Management Bureau (Power Planning Development Division)

External Services



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

Office or Division:	0	g Development Division - Power Generation and oment and Monitoring Section (PPDD-PGSDM)			
Classification:	Complex Transacti	tion			
Type of Transaction:	Generation-2-Busir	iess			
Who May Avail:	Generation and Tra requirements of NC		mpanies' complia	nce to the	
CHECKLIST OF RE	EQUIREMENTS	١	WHERE TO SEC	URE	
 Letter of Request addi Power Industry Manag Director indicating the (new or amendment), project, capacity, and the project; Copy of the Letter of F to NCIP; Company Profile; Project Background / I the following: Project Background / I the following: Official Name of th Facility / Project; Gross Capacity; Start Location; Target Commercia Target Commissio Off taker/s of the e Vicinity Map 	gement Bureau nature of request official name of the complete location of Request addressed Description including ne Generating al Operation Date; oning Date;	To be provided by the Client			
CLIENT STEPS A	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Online submission of Request with complete documents1.	1 EPIMB review of the submitted documents (review of completeness of documentary requirements)		3 Working Days	Staff, Power Planning Development Division	

2. Waiting on	2.1 If the document is				
PPDD	already complete				
evaluation	proceed to evaluation /				
	assessment if	1.5 Calendar			
	approved or	Days			
	disapproved. End				
	of process if				
	tagged as				
	disapproved.				
	2.2 Preparation of the Letter of				
	Endorsement to	0.5 Calendar			
	NCIP.	Day			
		Day			
	2.3 Review and		Senior SRS and		
	endorsement,	1 Calendar Day	Chief, PPDD		
	edit if needed.				
	2.4 Review and endorsement,	1 Calendar Day	Assistant Director,		
	edit if needed.		EPIMB		
	2.5 Review, approval				
	and signing.				
	2.6 Uploading in the				
	EVOSS System	1 Calendar Day			
	of the signed Letter of		Staff,		
	endorsement to		PPDD		
	the NCIP. End of				
	process.				
3. Claim signed					
endorsement to NCIP			Client		
Total Number of D	ays	5 Calendar Days	6		



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

Office or Division:	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section				
Classification:	Complex Transaction	ı			
Type of Transaction:	Transmission-2-Busi	ness			
Who May Avail:	Transmission Compa	anies' complianc	e to the requirement	nts of NCIP	
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE			
 Letter of Request add Power Industry Manag Director Letter of Request add 					
3. Project Profile		Tc	be provided by the	e Client	
3.1 Objective of Proje 3.2 Impact Managem Plan; and 3.3 Location Map.					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Online 1 submission of Request with complete documents	.1 EPIMB review of the submitted documents (review of completeness of documentary requirements)		3 Working Days	Staff,	
2. Waiting for result 2 of PPDD's evaluation	2.2 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	Power Planning Development Division	
2	2.3 Preparation of letter of endorsement to NCIP.		0.5 Calendar Day	PPDD assigned staff	

NCIP			Client
3. Claim Endorsement to			• #
	2.7 Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.	1 Calendar Day	Staff, PPDD
	2.6 Review, approve and sign letter of endorsement to NCIP.		Director, EPIMB
	2.5 Review letter of endorsement to NCIP.	1 Calendar Day	Assistant Director, EPIMB
	2.4 Review letter of endorsement to NCIP.	1 Calendar Day	Senior SRS and Chief, PPDD



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

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-Busin	ess		
Who May Avail:	Generation Compani	ies preparing for construction of power plant		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
 Letter of request address Power Industry Manager (EPIMB) Director (indica purpose to purchase / po explosives / explosive in chemicals and the detail name of chemicals / exp explosives, quantities, ef used in the power plant of preparatory activities; Letter of request address Chief, attention to the Ch Explosives Office for the to possess explosives / ef / controlled chemicals as including the information tentative date of delivery chemicals; Accomplished Form from Management Division fo Possess / Purchase Exp Ingredients / Controlled of Endorsement to the Ene Commission for the issus Certificate of Compliance If the company is the wir PSALM's assets for priva company must submit co pertinent documents rela assets from NPC – PSA bidder such as Asset Pu (APA), Land Lease Agree 	nent Bureau ting the specific ossession of the gredients / controlled ed information on the losive ingredients / c., which will be construction / sed to the PNP nief of Firearms and issuance of license explosive ingredients a PURCHASER on the quantity, , and the name of n PNP Explosives r the Request to losives / Explosive Chemicals; inergy's Certificate of rgy Regulatory ance of the a, if available; uning bidder of NPC- atization, the opy of any notarized ated to the transfer of _M to the winning rchase Agreement	To be provided by the Client		

6.	(DOAS), etc.; and Proof of Registration of company and the nam	Deed of Absolute Sales of the requesting the of the resource the Wholesale 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).		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.		0.5 Calendar Day	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.			Director, EPIMB
		2.6 Uploading in the EVOSS System of the signed Certificate of Endorsement to PNP. End of process.		1 Calendar Day	Staff, PPDD

3. Claim signed Endorsement to PNP				Client
Total Number of Days	5	ł	5 Calendar Days	



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-E	Business		
Who May Avail:		•	ucting feasibility st eir generation pov	-
CHECKLIST OF REQ			WHERE TO SEC	
Note: For coal power project satisfy the requirements of advisory. 1. Letter of Request addre Power Industry Manage	ssed to Electric			
Power Industry Manage Director (EPIMB) indica of request (new or ame name of the project, car complete location of the 2. Company Profile;	bacity, and			
 3. Project Background / De including the following: 3.1 Official Name of the Facility / Project; 	•	To be provided by the Client		
3.2 Gross Capacity; 3.3 Exact Location;				
3.4 Target Commercial 3.5 Target Commissioni	ng Date;			
3.6 Off taker/s of the ele 4. Additional for Renewab				
Projects				
4.1 Endorsement of Rea Management Burea Proceed);	•••	DOE – Renev	wable Energy Mana	agement Bureau
4.2 Copy of Certificate of as Renewable Ener Developer	•			
4.3 Copy of Service Co Operating Contract	ntract or			
		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
submission of t	PIMB review of ne submitted ocuments	None	3 Working Days	

Staff, Power Planning
ower Planning
Development

2.4 Review and endorsement, edit if needed.0.5 Calendar DaySenior SRS and Chief, PPDD2.5 Review and endorsement, edit if needed.2.5 Review and endorsement, edit if needed.1 Calendar DayAsst. Director, EPIMB2.6 Review, approval2.6 Review, approval1 Calendar DayDirector, EPIMB	Total number of Da	ays	5 Calendar Days	
2.4 Review and endorsement, edit if needed.0.5 Calendar DaySenior SRS and Chief, PPDD2.5 Review and endorsement, edit if needed.2.5 Review and endorsement, edit if needed.1 Calendar DayAsst. Director, EPIMB2.6 Review, approval and signing.1 Calendar DayDirector, EPIMB2.7 Uploading in the EVOSS System of the signed Clearance to Undertake System Impact Study. End of process.1 Calendar DayDirector, EPIMB	endorsement to			Client
2.4 Review and endorsement, edit if needed.0.5 Calendar DaySenior SRS and Chief, PPDD2.5 Review and endorsement, edit if needed.2.5 Review and endorsement, edit if needed.1 Calendar DayAsst. Director, EPIMB2.6 Review, approval2.6 Review, approval1 Calendar DayDirector, EPIMB		EVOSS System of the signed Clearance to Undertake System Impact Study. End		
2.4 Review and endorsement, edit if needed.0.5 Calendar DaySenior SRS and Chief, PPDD2.5 Review and endorsement, edit1 Calendar DayAsst. Director,		and signing.	1 Calendar Day	Director, EPIMB
2.4 Review and endorsement, edit0.5 CalendarSenior SRS and Chief, PPDD		endorsement, edit	1 Calendar Day	Director,
project for the conduct of SIS.		conduct of SIS. 2.4 Review and endorsement, edit		Senior SRS and Chief, PPDD



Endorsement to the Board of Investments (BOI)

Office or Division:		nt Division - Power Generation and Supply	
Classification:	Development and Monitoring Section (PPDD-PGSDM) Complex Transaction		
	·		
Type of Transaction:	Government-2-Business		
Who May Avail:	Generation Companies enga registration with to avail ince	aging in power generation requesting ntives	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
 (DOE) List of Private Sec with a Committed Status. For coal power projects, requirements of coal mor 1. Letter of Request add Industry Management indicating the nature of amendment), official r 	atorium advisory. ressed to Electric Power Bureau (EPIMB) Director of request (new or		
2. Company profile;		To be provided by the Client	
(must be SEC certified	ership and/or Corporation d machine copy);		
 Latest General Inform Limited Partnership (n machine copy); 			
(must be SEC certified			
Sole Proprietorship;	and Industry Registration for		
7. Project Background /	Description		
7.2 Technical Descrip Power Plants, ple and percentage o Power Plants, ple Fuel supplier indio 2% biodiesel blen	ry of the Feasibility Study; tion of the Project: For Coal ase indicate sources of coal f its sources. For Diesel ase submit Certificate from cating compliance with the d and Fuel Supply		
Agreement (Certi and not electronic	ficates should bear original s 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);	
 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. 	To be provided by the Client
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)]; 	

municip e. Amoun f. Amoun by the g. Indicate	ocation including barangay bality, and province; t of Total project cost; t of Project Cost to be final company; and e the percentage of the pro be financed by the compan	nced oject		
Certification the Bank a that will pa	Loan Agreement and on from the Bank indicating approves the total loan amo artially finance developmen ruction of the project.	ount		
10.3.1 Notarized M Loan Term Company a	ancier of the Project Iemorandum of Agreemen Agreement between the nd the financier on the amo Assistance / loan to be		To be provided by	∕ the Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	BE PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with	1.1 EPIMB review of the submitted			o
complete documents	documents (review of completeness of documentary requirements).		3 Working Days	Staff, Power Planning Development Division
	(review of completeness of documentary		•	Power Planning Development

	2.4	endorsement, edit if needed. Review and endorsement, edit if needed. Review, approval		Day 1 Calendar Day 1 Calendar	Chief, PPDD Assistant Director, EPIMB Director,
	2.6	and signing. Uploading in the EVOSS System of the signed Certificate of endorsement to BOI. End of process.		Day 1 Calendar Day	EPIMB Assigned Staff, PPDD
3. Claim signed Endorsement to BOI					Client
Total number of Da	ays		7	Calendar Day	5



Certificate of Endorsement to 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	lex Transaction		
Type of Transaction:	Government to Busines	S		
Who May Avail:	Generation Companies commissioning	with power projects that are ready for		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
Note:				
The project should be in th Energy's (DOE) List of Pri Power Projects with a Cor For coal power projects, it requirements of coal mora	vate Sector Initiated nmitted Status. must satisfy the			
Industry Management indicating the nature of 1.1 For new applicati official name of th capacity in three complete location 1.2 For amendment (Developer name, or location), previ number, official n nameplate capac places in MW, an the project (barar province); 1.3 For renewal of Co official name of th	of request, whether: on should include the ne project, nameplate (3) decimal places, and of the project; amendment of capacity, project name ously issued COE ame of the project, ity in three (3) decimal d complete location of ngay, municipality, DC, should include the ne project, nameplate (3) decimal places, and of the project; e request is for the ny name or project the transition from the the new developer);	To be provided by the Client		

•	ect Background / Description including the wing 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 MW and MWp;
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, should be the photograph of the nameplate of the solar panels /modules. 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:
	 Certification that the unit is already unreadable and providing the information in the nameplate photograph; or
	 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 (if solar power project);
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;	
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 <i>(no</i>	
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:	
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 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.
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 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;
5.3 For Financier of the project
5.3.1 Notorized Momercendum of
5.3.1 Notarized Memorandum of Agreement / Loan Term
Agreement between the
Company and the financier on
the amount of Financial Assistance / Ioan to be
provided;
· · · · · · · · · · · · · · · · · · ·
6. Copy of Securities and Exchange
Commission (SEC) Registration/Department of Trade and
Registration/Department of Trade and Industry (DTI) Registration, whichever is applicable:

 6.1 For SEC Registration, provide Articles of Incorporation and By- Laws / Articles of 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. 	
 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; 	To be provided by the Client
11. For Leased Generating Facilities, provide Notarized Lease / Rental Agreement between the operator and the owner of the generating units;	
12. Certification of the location of the powerhouse.	
13. Copy of the Provisional Authority to Operate from the ERC.	
14. Additional for ERC Certificate of Compliance Renewal.	
14.1 Copy of the ERC Certificate of Compliance issued by the ERC being requested for renewal;	To be provided by the Client
14.2 Certification of new rated capacity, if applicable; and	

2. Waiting on REMB Evaluation if project	Energy Projects, REMB evaluation if			Staff, REMB
 Online submission of Request with complete documents Waiting on REMB 	 1.1 EPIMB review of the submitted documents (review of completeness of documentary requirements)supp orting documents) 2.1 For Renewable 		3 Working Days	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Bureau with th name, capacit	nergy Management le same Developer y, project name and requested to be	DOE –	Renewable Energ Bureau	y Management
15.3 DOE approval on the transfer of assignment of Service Contract, Operating Contract, amended documents i.e. COCOC, COR, OC, if applicable;				
Commerciality Contract (OC) which contains project name, places, and lo	cate of Confirmation of (COCOC) or Operating , whichever is available, s the developer's name, capacity in 3 decimal cation indicated should with the request for			
Energy (RE) (developer's n and location ir	COR) as Renewable			
	ts for Renewable Energy			
in the Certifica different from to be endorsed	ame / capacity / location ite of Compliance is the one being requested d provide certification of oject name / capacity /			

		1		
is qualified	the application is			
	qualified and issuance of Notice			
	to Proceed (NTP).			
	2.1.1			
	If the application			
	was tagged as not			
	qualified by			
	REMB, the			
	application will go			
	to EPIMB for			
	tagging of			
	disapproval. 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.			
	2.2 If the document			
	is already			
	complete,			
	proceed to			
	evaluation /			
				04-#
	assessment		3 Calendar Days	Staff,
	whether		,	PPDD
	approved or			
	disapproved.			
	End of process			
	if tagged as			
	disapproved.			
	2.3 Uploading of			
	Order of Payment		0.5 Calendar	Staff,
	and Letter for		Day	PPDD
	Payment.		,	
3. Payment	3.1 Payment	Payment of		
,	,	Processing		
		Fee (online		
		payment		
		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		Client
	3.2 Payment is 5 working days, if not paid application is cancelled. End of process.			
4. Waiting for signed copy of COE to ERC	4.1 Preparation of COE to ERC		0.5 Calendar Day	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	3	7	Calendar Days	S



Approval of the Selection Process of Two (2) Captive Customer Representatives to the Distribution Utility Third Party Bids and Awards Committee

Office or Division:	Power Planning Development Division – Transmission and Distribution Development and Monitoring Section (PPDD- TDDMS)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Business	5	
Who May Avail:	Distribution Utilities which has an exclusive franchise or is authorized by law to distribute electricity to end-users		
CHECKLIST OF I	F REQUIREMENTS WHERE TO SECURE		
1. Letter of request add Secretary, attention to for Power and EPIME	o the Undersecretary 3 Director		
 Selection process to be adopted by the DU in nominating the two (2) captive customer representatives to the TPBAC/Joint TPBAC to include the following: 			
2.1 Criteria in select consumer repre	ing the two (2) captive sentatives;		
2.2 Qualification for the two (2) captive consumer representatives; and		All to be provided by Applicant	
submitted by int captive custome TPBAC/Joint TF Letter of Intent of	quirements to be erested applicant to er representation in the PBAC (i.e. Template of of Applicant, Template pplicant and other equired by DU).		
3. DU Board Resolution Certificate approving process for the two (2	the proposed selection		

representatives to	the TPBAC/Joint TPB	AC.		
4. Memorandum of A Aggregated DUs ir Joint TPBAC.	greement in case of ntending to convene a			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Online submission of TPBAC Selection Process application with complete supporting documents. 	1.1 Checks the completeness of application with supporting documents		3 Working Days	
2. Waiting for result of PPDD's evaluation	2.1 Evaluation of Application whether compliant or not compliant. If not compliant, Client can resubmit application. End or process if 2 nd submission is tagged as not compliant.		3 Calendar Days	Staff, Power Planning Development Division
	2.2 Preparation of letter of approval and memorandum endorsing the letter of approval			
	2.3 Review and endorsement of the memorandum and letter of approval to the EPIMB Directors		1 Calendar Day	Chief, PPDD

2.4 Review and			
signing of memorandum to the Undersecreta for Power endorsing the letter of approval	ry	1 Calendar Day	Asst. Director, EPIMB
2.5 Review and signing of memorandum to the Undersecreta for Power endorsing the letter of approval	ry	1 Calendar Day	Director, EPIMB
2.6 Approval of the memorandum and endorsing the letter of approval to the Undersecreta for Power	n g ie	1 Calendar Day	Assistant Secretary
2.7 Signing of lett of approval of TPBAC Selection Process		1 Calendar Day	Undersecretary
2.8 Transmittal to EPIMB-PPDD of signed lette of approval of TPBAC Selection Process) er	0.5 Calendar Day	Office of Undersecretary
2.9 Release / Uploading of signed letter of approval of TPBAC Selection to D / Update EVOSS statu of DU application. E of process.	DU s	0.5 Calendar Day	PPDD Assigned Staff

letter of approval of TPBAC Selection Process	9 Calendar Days



Electric Power Industry Management Bureau (Power Market Development Division)

External Services



Issuance of Clearance for Direct Connection to the Grid

Off	ice or Division:	Power Market Develo	pment Division (PMDD)		
Cla	ssification:	Complex Transaction			
Ту	pe of Transaction:	Government-2-Busine	nent-2-Business		
Wh	o May Avail:	Industrial, Commercia	I and Other Electricity End-users		
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1.	• •	ddressed to the DOE to the EPIMB Director			
2.	Notarized WAIVER cannot provide the required by the Ap	from the DU that it services and facilities oplicant thru a Board gned by the Board			
3.	Corporate Business of Business Permits	Profile including copy			
4.		ificate designating			
5.	Brief description of p	proposal			
6.		cility for which direct luding nearest TNP or	All to be provided by the Applicant		
7.		ivery voltage, timeline rement, load forecast, nformation			
8.	demand including fir demand can be ac existing transmission same shall not advert	TNP that the current ve (5) years projected ccommodated by the on facilities and the ersely compromise the rid based on the grid			
9.	necessary - Signed agreemer	ument/s as may be nt conforming with the of the TNP in case of I findings			

- Existing pro Distribution l	oof of connections with Jtility			
10. Duly accomplis	hed application online form			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements	 1.1 Checking of completeness of application with documentary requirements 1.2 Encoding/Updating of the EVOSS 		3 Working Days	Staff, PMDD-EPIMB
	System			
	1.3 Site inspection		7 Calendar Days	
	1.4 Review and evaluation of the application		18 Calendar Days	PMDD-EPIMB
	1.5 Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		4 Calendar Days	Office of the Director and Asst. Director Director, EPIMB
	1.6 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
	1.7 Review and signing of the Complete Staff Work and		3 Calendar Days	Power Legal Services

memorandum to	
Secretary	
endorsing the EPIMB's	
recommendation	
on the application	
1.8 Review and signing of the Complete	
Staff Work and	
memorandum to	Assistant
Secretary	5 Calendar Secretary of the
endorsing the	Days Legal Services
EPIMB's	
recommendation	
on the application	
1.9 Review and signing	
of the Complete	
Staff Work and	
memorandum to	
Secretary	3 Calendar Undersecretary of Days EPIMB
endorsing the	Days <i>EPIMB</i>
EPIMB's	
recommendation	
on the application	
1.10 Secretary's	
Approval or	
Disapproval of the	
EPIMB's	Secretary
recommendation/s	6 Calendar
igning of the	Days
decision letter	
1.11 Transmittal to	
EPIMB of the	Staff, Office of the
signed decision	Secretary
letter	
1.12 Informing the	
applicant of the decision/uploading	1 Calendar Staff. PMDD-
the decision letter	1 Calendar Staff, PMDD- Day EPIMB
in EVOSS/ ending	
the process	
· · · · ·	
Total Number of Days	50 Calendar Days



Electric Power Industry Management Bureau (Rural Electrification Administration and Management Division)

External Services



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

Office or Division:		Rural Electrification Administration and Management Division – Rural Electrification Promotion and Administration Section (REAMD-REPAS)				
Classification:	Complex Transacti	Complex Transaction				
Type of Transaction:	Government-2-Bus	iness				
Who May Avail:	Qualified Third Par	ty				
CHECKLIST O	CKLIST OF REQUIREMENTS WHER			WHERE TO S	SECURE	
1. Letter of Request an Director	ddressed to the EPIM	В				
2. Company Profile						
3. Project Background/Description to include at least the following:						
3.1 Name of the ge				A		
3.2 Nameplate Capacity (including			Applicant			
photographs of nameplate attached to the						
machine); 3.3 Exact Location;						
3.4 Target Commercial Operation; and			-			
	Jobs Generated (During Construction and			-		
During Operation)						
	. Copy of Resolution of Award of the QTP BAC		Dis	tribution Utility or		
	duly signed by the QTP BAC Chairperson			Corporation		
5. Copy of QTP Servic	opy of QTP Service Contract			Applicant		
Additional for ERC C	OC Renewal:					
1. Copy of the ERC (COC);	C Certificate of Compli	ance				
2. Certification of n applicable)	ew rated capacity (if					
CLIENT STEPS	AGENCY ACTIONS	AGENCY ACTIONS FEES		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 1.2 Issued Notice to		4 Calendar Days	Assigned Staff, REMB
	Proceed		1 Calendar Day	
	1.2 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	1 Calendar Day	REAMD assigned staff
	2.2 Process Payment	(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	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 QTP-COE			Staff, REAMD
	2.5 Review and endorse the QTP-COE		3 Calendar Days	Chief, REAMD

	2.6 Review and endorse the QTP-COE		Assistant Director, EPIMB	
	2.7 Approve and sign the QTP- COE		Director, EPIMB	
3. Claim signed	3.1 Release/upload		REAMD Assigned	
Endorsement	the signed		Staff /	
	QTP-COE		Client	
Total number of Days		7 Calendar Days (For Non-RE Projects)		
		12 Calendar Days (For RE Projects)		
		*Not include	*Not included in the total number of days in the	
		EVOSS syste	em.	

ENERGY UTILIZATION MANAGEMENT BUREAU

(EUMB)



SUMMARY

Energy Utilization Management Bureau (EUMB)

	PROCESS	DURATION	TRANSATION CLASSIFICATION				
	EXTERNAL SERVICES						
	Energy Efficiency and Conservation Performance Regulation						
-	nd Enforcement Division (EPRE	D)					
1.	Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)	3 Working Days	Simple				
2.	Issuance of Energy Label for Products Registered under the Philippine Energy Labeling Program (PELP)	3 Working Days	Simple				
3.	Processing of Application for Product Registration under the Philippine Energy Labeling Program (PELP)	7 Working Days	Complex				
	nergy Efficiency and Conservat echnology Promotion Division (•	anagement and				
1.	Issuance of Certificate for Registered Energy Service Company (ESCO)	7 Working Days	Complex				
2.	Issuance of Certificate of Registration for Certified Energy Auditor (CEA)	7 Working Days	Complex				
3.	Issuance of Certificate of Registration for Certified Energy Conservation Officers (CECO)	7 Working Days	Complex				
4.	Issuance of Certificate of Registration for Certified Energy Manager (CEM)	7 Working Days	Complex				
5.	Issuance of Certificate for Certified Energy Service Company (ESCO)	20 Working Days	Highly Technical				
6.	Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives	20 Working Days	Highly Technical				
Α	Alternative Fuels and Energy Technology Division						
1.	Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Stations (EVCS) Participants	20 Working Days	Highly Technical				

Energy Efficiency and Conservation Public Sector Management Division (EPSMD)

1.	Processing of Energy Audit Services –	7 Working Days	Complex
	Preliminary Energy Audit	7 WORKING Days	Complex
2.	Energy Audit Services – Virtual	7 Working Days	Complex
	Preliminary Energy Audit	1 WORKING Days	Complex
3.	Processing of Energy Audit Services:	20 Working Days	Highly Technical
	Detailed Energy Audit	20 WORKING Days	

DOE 2021 CITIZEN'S CHARTER

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Energy Utilization Management Bureau (Energy Efficiency and Conservation Performance Regulation and Enforcement Division)

External Services

DOE 2021 CITIZEN'S CHARTER



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

Registration of Importers, Manufacturers, Distributors and Dealers of Energy Consuming Products under the PELP

Off	ice or Division	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Cla	ssification	Simple		
Тур	be of Transaction	Government-2-Cit	tizen, Government-2-Business	
Wh	o May Avail		outors, Importers, and Manufacturers of Energy oducts covered under the Philippine Energy Labeling P)	
		QUIREMENTS	WHERE TO SECURE	
 Company Certification: 1.1. For Sole Proprietorship: Certified True Copy of Certificate of Business Name Registration 1.2. For Corporation/Partnership: Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission 1.3. For Cooperative: CDA Certificate of Registration from the Cooperative Development Authority 		etorship: Certified ertificate of Registration /Partnership: egistration and poration issued s and Exchange e: CDA Certificate from the	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	
2. Certified True Copy of Partnership Agreement (Name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary is specified)		of the Company's tative/s issued by dent / General	Applicant	
3.	 Certified True Copy of Permit to Operate issued by the local government unit 		Local Government Unit (LGU) where company is located.	
4.	Certified True Copy Internal Revenue Re		Bureau of Internal Revenue (BIR)	
5.	Duly accomplished Company Registrati	Application for	PELP Online Registration Portal or from EPRED	

for Energy Consu (PELP IG Append 6. Duly accomplished abide the Terms a PELP (PELP IG A 7. Letter of Authoriz	dix A) ed Undertaking to and Conditions of Appendix B) ation for PELP resentative (PELP	Applicant		
(PELP IG Append		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for an Order of Payment (OoP) and provide basic information of their company	1.1 DOE-EPRED issues an OoP to the applicant through e-mail.			
2. Applicant shall pay the corresponding amount indicated in the OoP to the DOE and submit the photocopy /electronic copy of the official receipt/ confirmation receipt to DOE- EPRED.	2.1 DOE-EPRED validates the payment through the DOE Treasury Division and provides the applicant with the link to the PELP Online System.	Php 1,600.00	1 Working Day	DOE – EPRED PELP Evaluator I or II
 3. Applicant shall submit online the following duly accomplished documents to DOE through PELP Online Application Portal: PELP IG Appendix A (via online form) PELP IG Appendix B PELP IG Appendix C PELP IG Appendix D 	3.1 DOE-EPRED evaluates the completeness and correctness of submitted documents and informs applicant of the results of the evaluation.	None	2 Working Days	DOE – EPRED PELP Evaluator II and III

Total Number of Day	/S	3 Working Days	
	3.3 If evaluated as complete and correct, DOE- EPRED approves the Company Application for inclusion to the Company Registry. DOE- EPRED informs applicant of the approval of application.		
	3.2 If submitted documents are incomplete and/or incorrect, the DOE- EPRED notifies applicant of the required document and/or data.		



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

Office or Division		Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)				
Classification		Simple				
Ту	pe of Transaction	Government-2-0	Citizen / Gov	/ernment-2-Busin	ess	
Who May Avail		Dealers, Distributors, Importers, and Manufacturers of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)				
	CHECKLIST OF REQU	IREMENTS		WHERE TO SEC	CURE	
1.	Request for Energy Label I	ssuance	PELP Online Registration Portal or from EPRED			
2.	Official Receipt / Certificate	of Payment		DOE-Treasury Di	vision	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Applicant requests for an Order of Payment (OoP) and fills-out an online form, through PELP Online Registration Portal	1.1 DOE- EPRED issues an OoP to the applicant via e-mail.				
2.	Applicant shall pay the corresponding amount indicated in the OoP to the DOE and submit the photocopy /electronic copy of the official receipt/ confirmation receipt to DOE-EPRED.	2.1 DOE- EPRED validates the payment through the DOE Treasury Division	Php 300.00 per Product Model	1 Working Day	DOE – EPRED PELP Evaluator I or II	
3.	Applicant shall request energy label issuance through the PELP Online Registration Portal	3.1 DOE- EPRED generates the energy label based on the product data retrieved from the DOE PELP	N / A	2 Working Days	DOE – EPRED PELP Evaluator II and III	

	online		
	platform, as		
	validated by		
	an		
	authorized		
	DOE		
	personnel		
	during the		
	product		
	registration phase. The		
	QR Code		
	shall be		
	automatically		
	generated		
	and will be		
	included in		
	the energy		
	label file.		
	3.2 DOE- EPRED		
	informs the		
	applicant of		
	the		
	availability of		
	the Energy		
	Label		
4. Applicant downloads,			
prints and attaches			
energy label to the product			
product			
Total Number of Days		3 Working Days	



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

Registration of Energy Consuming Products (ECPs) covered by the PELP

Office or Division	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification	Complex		
Type of Transaction	Government-2-Citize	en / Government-2-Business	
Who May Avail	-	, Importers, and Manufacturers of Energy s covered under the Philippine Energy Labeling	
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
1. Test Reports from a	testing laboratory	 Testing laboratories: a. Duly accredited by signatories to ILAC / APLAC (may be 3rd-party / Company- owned) b. Duly accredited and recognized by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI- PAB) c. If the Philippines is a signatory of the mutual recognition of those facilities internationally d. Company-owned or third-party laboratories that are ISO 17025- accredited or PS-Certified 	
2. Product Specificatio	n (with photos)	Applicant	
 3. Duly accomplished Form 4. Declaration of generation of generation of generation appendix E) – appliances only 	ric models (PELP IG	PELP Online Registration Portal or from	

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Applicant requests for an Order of Payment (OoP) and fills-out an online form, through the PELP Online Registration Portal	1.1 DOE-EPRED issues an OoP to the applicant via email.	None		
2. Applicant shall pay the corresponding amount indicated in the OoP to the DOE and submit the photocopy /electronic copy of the official receipt/ confirmation receipt to DOE-EPRED.	2.1 DOE-EPRED validates the payment through the DOE Treasury Division	Php 300.00 / Product model	1 Working Day	DOE – EPRED PELP Evaluator I or II
 3. Applicant shall submit online the following duly accomplished documents to DOE through the PELP Online Registration Portal: PELP IG Product Registration Form (via online form) Test Reports from a testing laboratory Product Specification (with photos) Declaration of generic models (PELP IG Appendix E) – applicable for appliances only 	 3.1 DOE-EPRED evaluates the completeness and correctness of submitted technical documents (based on the respective IG) and informs the applicant on the results of the evaluation. 3.2 If submitted documents are incomplete, the 	None	6 Working Days	DOE – EPRED PELP Evaluator II and III
	DOE-EPRED notifies applicant of the required document			

Total Number of Days	7 Working Days
approves th Product Registration inclusion to Product Registry. DO EPRED info applicant of approval of application.	for the DE- rms
and/or data re-submission 3.3 If evaluated complete ar correct, DO EPRED	onasd



Energy Utilization Management Bureau (Energy Efficiency and Conservation Program Management and Technology Promotion Division)

External Services

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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.

Offi	ce or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Clas	ssification	Complex Transaction		
Тур	e of Transaction	Government-2-Busines	S	
Who	o May Avail	professional services to	nies (ESCO) seeking accreditation for DOE for the first time that meets the minimum al and technical capacity.	
	CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1.		ned ESCO Application m (Annex A)	Form can be secured from the DOE website	
2. 3. 4.	Documents on Corporate Personality 3. For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits		Applicant	
5. 6.	Company Profile B) Company Owne which includes I	nel and their position in	Form can be secured from the DOE website	

	auditors, and the organizational structure (Annex C)				
7.					
8.	Proof of paymer Fee	nt of the Application	Order of	f payment can be EPMPD	secured from
С	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submission of Required Documents to DOE Records Management Division (RMD)	1.1. RMD endorses the application documents to EUMB Office of the Director (OD)			Records Officer, RMD
		1.2. EUMB OD receives the application and endorses to EPMPD for assessment	N / A	1 Working Day	Staff, EUMB-OD
		1.3. EPMPD assesses the completeness of the submitted documents			Chief, Supv. SRS, Sr. SRS, SRS II, SRS I EPMPD
2.	Submit the needed documents	2.1. EPMPD notifies the applicant if the submitted documents are not complete.		Processing time of the application will be placed on- hold	Staff, EPMPD
3.	Payment for the corresponding processing fee	3.1. EPMPD issues order of payment for the processing of the application if the submitted documents are complete.	Php 15,000.00	1 Working Day	Staff, EPMPD
		3.2. Simultaneously, EPMPD conducts technical evaluation and endorses the legal evaluation to Legal Services (LS) of the ESCO Application	N / A	4 Working Days	EPMPD; LS

4.	Make Corrective Action	4.1. EPMPD notifies client if the application failed the Technical or the Legal evaluation.	Processing time of the application will be placed on- hold	Staff, EPMPD
		4.2. EPMPD to prepare an endorsement memorandum and certificate of Registered ESCO for consideration of the EUMB Director if the applicant is compliant to the Technical and Legal requirements.	1 Working Day	Staff, EPMPD, EUMB - OD
5.	Acceptance of the Certificate of Registered ESCO	5.1. EUMB - EPMPD issues the Certificate of Registered ESCO to the applicant		Staff, EPMPD
Tota	al Number of Day	ys	7 Working Days	



Issuance of Certificate of Registration for Certified Energy Auditor (CEA)

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

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)			
Classification	Complex			
Type of Transaction	Government-2-Busine	ess		
Who May Avail	Duly certified individua Department Circular 2			ts under the
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. CEA Application F	orm (CEA Form A)	Form can I	be secured from t	he DOE website
 with the following i a. Company Hea b. Complete nam c. Position/Desig d. Signed by consolerated or any delegated authority to satisfied to sat	der e of applicant nation of applicant npany head/president ed official that has the ign on behalf of the l/president f applicant y of license from the latory Commission (if y of the Certificate of he DOE Recognized with Training r und		CLIENT / APPLIC	
8. Proof of payment of	of the Application Fee	Order of	f payment can be EPMPD	secured from
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submission of application	1.1 RMD receives the application			Records Section
	1.2 EPMPD checks the completeness of the application		1 Working Day	Assigned EPMPD staff
	1.3 Reviews the submitted documents and prepares the endorsement	Php 1,000.00	3 Working Days	Sr. SRS, SRS II, SRS I, EPMPD
	1.4 Endorses for approval of registration to EUMB-OD		1 Working Day	Assigned EPMPD Staff
	1.5 Approves the recommendation for the Registration of the applicant		1 Working Day	Director, EUMB
	1.6 Issues the Order of Payment			Staff, EPMPD
2. Payment of processing fee	2.1 Accepts and Issues the official receipt of payment		1 Working Day	Cashier, Treasury Division
3. Client receiving the approved Certificate of Registration	3.1 Releases the certificate and records the transaction			Admin Aide/Assigned EPMPD staff
Total Number of Da	iys		7 Working Days	



Issuance of Certificate of Registration for Certified Energy Conservation Officers (CECO)

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

Off	ice or Division	Energy Efficiency and Technology Promotion	Conservation Program Management and n Division (EPMPD)	
Cla	ssification	Complex		
Ту	pe of Transaction	Government-2-Busine	ess	
Wh	o May Avail	Duly certified individua Department Circular 2	als who satisfy the requirements under the 2021-01-0001.	
	CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
1.	CECO Application A)	Form (CECO Form	Form can be secured from the DOE website	
2.	/			
3. 4.	 Curriculum Vitae of applicant Certified True Copy of license from the Professional Regulatory Commission (if applicable) 		Client / Applicant	
5.				
6.	at least two (2) hands-on experier operation, and ma consuming machin			

8. Company Owners	hip/Management			
9. Proof of payment	9. Proof of payment of the Application Fee		Order of payment can be secured from EPMPD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1RMD receives the application1.2EPMPD checks the completeness			Records Officer, RMD Assigned EPMPD staff
	of the application 1.3 EPMPD reviews the submitted documents and prepares the endorsement		3 Working Days	Sr. SRS, SRS II, SRS I, EPMPD
	1.4 Endorses the approval of registration to EUMB-OD		1 Working Day	Assigned EPMPD Staff
	1.5 Approves the recommendation for the Registration of the applicant	Php1,000.00	1 Working Day	Director, EUMB
	1.6 Issues Order of Payment			Staff, EPMPD
2. Payment of processing fee	2.1 Accepts and issues the official receipt of payment		1 Working Day	Cashier, Treasury Division
3. Client receiving the approved Certificate of Registration	3.1 Releases the certificate and recording of the transaction			Admin Aide/Assigned EPMPD staff
Total Number of Day	S		7 Working Days	



Issuance of Certificate of Registration for Certified Energy Manager (CEM)

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

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Classification	Complex		
Type of Transaction	Government-2-Busine	ess	
Who May avail	Duly certified individua Department Circular 2	als who satisfy the requirements under the 2021-01-0001.	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. CEM Application F	form (CEM Form A) er from the Company	Form can be secured from the DOE website	
 with the following in a. Company Head b. Complete nam c. Position/Design d. Signed by comorany delegate authority to since authority to since authori	nformation: der e of applicant nation of applicant npany head/president ed official that has the ign on behalf of the l/president <u>f applicant</u> y of license from the latory Commission (if y of the Certificate of he DOE Recognized with Training <u>r</u> he company/office on ars of continuous ce in the installation, intenance of energy- nes and equipment in nergy consumption ated Establishments	CLIENT / APPLICANT	

8. Company Owners	hip/Management			
9. Proof of payment of the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 RMD receives the application			Records Officer, RMD
	1.2 EPMPD checks the completeness of the application		1 Working Day	Assigned EPMPD staff
	1.3 EPMPD reviews the submitted documents and prepares the endorsement	ws id Php 1,000.00 ion	3 Working Days	Sr. SRS, SRS II, SRS I, EPMPD
	1.4 Endorses the approval of registration to EUMB-OD		1 Working Day	Assigned EPMPD Staff
	1.5 Approves the recommendation for the Registration of the applicant		1 Working Day	Director, EUMB
	1.6 Issues Order of Payment			Staff, EPMPD
2. Payment of processing fee	2.1 Accepts and issues the official receipt of payment	-	1 Working Day	Cashier, Treasury Division
3. Client receiving the approved Certificate of Registration	3.1 Releases the certificate and recording of the transaction			Admin Aide/Assigned EPMPD staff
Total Number of Da	ys		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.

Office or	Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Classific	ation	Highly Technical Transa	action	
Type of 1	Fransaction	Government-2-Busines	S	
Who May	/ Avail	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance or results-based projects savings experience and with proven customer experiences.		
СН	ECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
	Ouly accomplished ESCO Application		Form can be secured from the DOE website	
	fied True Cop orporate Pers	ies of the Documents conality		
follov i. Bu				
ventu requi i. Bu ii. Bu iii. SE		ration rs n	Applicant	
6. Com inclue	pany Owners des list of nar	Background (Annex B) hip/Management which nes of officers, ir position in the	Form can be secured from the DOE website	

the organizational 7. List of Energy Aud similar testing instr date of its last calit 8. List of Energy Effic undertaken in the I (Annex E)	siency Projects ast three (3) years tatement in the last two	Order o	Applicant of payment can be EPMPD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Required Documents to DOE Records Management Division (RMD)	1.1. RMD endorses the application documents to EUMB Office of the Director (OD)		1 Working Day	Records Officer, RMD
	1.2. EUMB-OD receives the application and endorses to EPMPD for assessment	N / A	1 Working Day	Staff, EUMB - OD
	1.3. EPMPD assesses the completeness of the submitted documents			Chief, Supv. SRS, Sr. SRS, SRS II, SRS I EPMPD
2. Submit the needed documents	2.1. EPMPD notifies the applicant if the submitted documents are not complete.		Processing time of the application will be placed on- hold	Staff, EPMPD
3. Payment for the corresponding processing fee	3.1. EPMPD issues order of payment for the processing of the application if the submitted documents are complete.	Php 30,000.00	1 Working Day	Staff, EPMPD Treasury
	3.2. Simultaneously, EPMPD conducts technical evaluation,		7 Working Days	EPMPD LS FS

	endorses the legal evaluation to Legal Services (LS), and endorses financial review to Financial Services (FS) of the ESCO	N / A		
4. Make Corrective Action	application 4.1. EPMPD notifies client if the application failed the Technical, Legal and Financial evaluation.		Processing time of the application will be placed on- hold	Staff, EPMPD
	4.2. EPMPD prepares an endorsement memorandum and certificate of Certified ESCO through the EUMB Director for consideration of the DOE Secretary if the applicant is compliant to the Technical, Legal and Financial requirements.		10 Working Days	EPMPD Office of the Secretary
5. Acceptance of the Certificate of Registered ESCO	5.1. EUMB - EPMPD issues the signed Certificate of Certified Registered ESCO to the applicant.			Staff, EPMPD
Total Number of Days 20 Working Days				



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

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

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotions Division (EPMPD)			
Classification	Highly Technical Tran	saction		
Type of Transaction	Government-2-Busine	SS		
Who May Avail	Energy Efficiency Proj	anies (ESCOs), Companies with self-financed jects, Third Party Project Developer al Purpose Vehicle (SPV)		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
For Energy Service C Initiated Project	company (ESCO)			
the intent to avail of should be address The Director Energy Utilization Department of Energy Energy Center, F Global City, Tagui 2. Application Form (Management Bureau ergy Rizal Drive, Bonifacio g City	Form can be secured from the DOE website		
 Copy of DOE issu Registered ESCO Copy of Energy Area 	ed Certificate of or Certified ESCO	Applicant		
5. Project Profile (An	nex C)	Form can be secured from the DOE website		
6. Copy of Project Co Saving Performan Contract		Applicant		

7.	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.	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.	Application Form (Annex B)	
3.	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	Applicant
4.	Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	
5.	Project Profile (Annex C)	Form can be secured from the DOE website
	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.	Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:	Form can be secured from the DOE website
	The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	

2. Applie	cation Form (Annex B)				
	ied True Cop prate Persona	y of the Documents o ality	n			
follow i. Bus	For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits		e	Applicant		
ventu are re i. Bus ii. Bus iii. SE iv, Art 4. Copy by a	re entities, th equired: iness registra siness permit C registration ticles of incor of Energy Au Registered	ร า	s d			
	Auditor 5. Project Profile (Annex C)		Eorm can	Form can be secured from the DOE website		
6. Proof Efficie			y Treasury	Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.		
CLIEN	T STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Record Manage	ed ents to DOE s	1.1. RMD endorses the application documents to EUMB Office of the Director (OD)		1 Working Day	Records Officer, RMD	
		1.2. EUMB-OD receives the application and endorses to EPMPD for assessment	N / A	1 Working Day	Staff, EUMB OD	
		1.3. EPMPD assesses the completeness of the submitted documents			Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD	
2. Submit docume	the needed ents	2.1. EPMPD notifies the applicant if the submitted		Processing time of the application will	Staff, EPMPD	

	documents are		be placed on-	
	not complete.		hold	
3. Payment for the	3.1. EPMPD issues	₱12,000.00	noiu	
	order of	for simple EE		
corresponding				
processing fee	payment for the	projects.		Staff,
	processing of	₽05 000 00	1 Marking Dav	EPMPD
	the application	₱25,000.00	1 Working Day	Treasury
	if the submitted	for complex		-
	documents are	EE projects.		
	complete.			Chief Curry
	3.2. EPMPD		15 Marking	Chief, Supvg.
	conducts		15 Working	SRS, Sr. SRS,
	technical		Days	SRS II, SRS I
	evaluation			EPMPD
4. One-time re	4.1. EPMPD notifies		Dreasaning times	
application after	client if the		Processing time	
denial	application		of the	Staff,
	failed the		application will	EPMPD
	technical		be placed on-	
	evaluation. 4.2. EPMPD notifies	-	hold	
	client and			
	prepares the certificate of		1 Working Day	Staff,
	endorsement to		I WORKING Day	EPMPD
	BOI if the	N/A		
	application			Staff,
	passed the			EUMB-OD
	technical			
	evaluation			
	4.3. Signs the			
	Certificate of			Director,
	Endorsement			EUMB-OD
	4.4. Transmits the		1 Working Day	
	Endorsement			Staff.
	to BOI			EPMPD
	10 001			EUMB-OD
	1			
Total Number of Days	S		20 Working Days	6



Energy Utilization Management Bureau (Alternative Fuels and Energy Technology Division)

External Services



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

Office or Division	Alternative Fuels and Energy Technology Division				
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Business				
Who May Avail	EVCS participants re	equesting en	dorsement to DT	I-BOI	
CHECKLIST OF R	REQUIREMENTS		WHERE TO SE	CURE	
Endorsement 2. Proof of project sus includes, but not lir benefit analysis, pr	nited to, fiscal cost-	Proponent		t	
3. DTI Registration		Departr	ment of Trade and	l Industry (DTI)	
4. Local Business Pe	rmit		LGU		
5. Environmental Cor	npliance Certificate	Department of Environment and Natural Resources (DENR)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of 1.1 application	Receives, records and endorses request		1 Working Day	Office of the Director, EUMB	
1.2	Screens and endorses request to Supervising Science Research Specialist (SRS)			Division Chief, AFETD	
1.3	Assesses request and delegates to technical staff		3 Working Days	Supervising SRS, AFETD	
1.4	completeness of the documents. For incomplete documents, notifies the applicant to resubmit application			Technical Staff (Senior SRS), AFETD	
1.5	Prepares Evaluation Report and		10 Working Days	Technical Staff, AFETD	

1.10	transmits the Endorsement Sends feedback form to the client	2 Working Days	Director, EUMB Staff, AFETD
1.8	Reviews and approves the BOI Endorsement Records and		Director, EUMB Office of the
1.7	Reviews validation report and recommends for the Director's approval of BOI Endorsement	2 Working Days	Division Chief, AFETD
1.6	the project Validates report and endorses to the Chief SRS	2 Working Days	Supervising SRS, AFETD
	endorses the letter for Supervisor's review and approval. For further clarification of the project, the Applicant will be notified and requested to present		



Energy Utilization Management Bureau (Energy Efficiency and Conservation Public Sector Management Division)

External Services



Processing of Energy Audit Services – Preliminary Energy Audit

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

Office or Division	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
Classification	Complex Transaction			
Type of Transaction	Government -2-Gover	nment		
Who May Avail	Government Entities including Local Government Units (LGUs) can avail energy audit assistance, pursuant to Republic Act 11285 and as supported by the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 1, series of 2020. EPSMD has a yearly target number of government entities that are spot-checked.			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE
1. Accomplished Required Checklist	uired Document	DOE EPSMD		1D
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIB		PERSON RESPONSIBLE
1. Client to provide assistance during EPSMD's conduct of energy audit	1.1 EPSMD conducts the Energy Audit		1 Working Day	Chief, Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD
	1.2 EPSMD prepares the Energy Audit Report		3 Working Days	Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD
	1.3 Reviews and endorses the energy audit report to the EUMB-OD for approval	None	1 Working Day	Chief, EPSMD
	1.4 Director approves the Energy Audit Report		1 Working Day	Director, EUMB

Total Number of Days		7 Working Days	i
	1.5 EPSMD transmits the Energy Audit Report	1 Working Day	Staff, EPSMD



Energy Audit Services – Virtual Preliminary Energy Audit

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

Office or Division	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)				
Classification	Complex Transaction				
Type of Transaction	Government -2-Gover	rnment			
Who May Avail	Government Entities including Local Government Units (LGUs) can avail energy audit assistance, pursuant to Republic Act 11285 and as supported by the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 1, series of 2020. EPSMD has a yearly target number of government entities that are spot-checked.				
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Accomplished Rec Checklist	quired Document DOE-EPSM			D	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Participates in the conduct of virtual energy audit orientation	1.1 Conducts virtual energy audit orientation to participants from the government entities and LGUs		Note: This is conducted prior to the virtual energy audit.	Chief, Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD	
2. Client to provide assistance during EPSMD's conduct of virtual energy audit	2.1 Conducts the Energy Audit	N / A	1 Working Day	Chief, Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD	
	2.2 Prepares the Energy Audit Report		3 Working Days	Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD	
	2.3 Reviews and endorses the energy audit report to the		1 Working Day	Chief, EPSMD	

Total Number of Days	7 Working Days	
2.5 EPSMD transmits the Energy Audit Report	1 Working Day	Staff, EPSMD
2.4 Director approves the Energy Audit Report	1 Working Day	Director, EUMB
EUMB-OD for		



Processing of Energy Audit Services: Detailed Energy Audit

Detailed energy audit services include more detailed energy calculations, financial analysis of proposed measures by identifying energy conservation measures appropriate for the facility given its operating parameters, and identify energy efficiency opportunities, measures and projects which result to increased productivity, improved quality of products / services, and more profit.

Office or Division	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)				
Classification	Highly Technical				
Type of Transaction	Government-2-Gover	nment			
Who May Avail	Government Entities including Local Government Units (LGUs) that seek to avail energy audit assistance, pursuant to Republic Act 11285 and as supported by the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 1, series of 2020.				
CLIENT STEPS	AGENCY ACTIONS FEES TO BE PAID TIME PERSON RESPONSIBL				
 Client to provide assistance during EPSMD's conduct of energy audit 	1.1 EPSMD conducts the Energy Audit		5 Working Days	Chief, Supervising SRS, Sr. SRS, SRS II, SRS I, EPSMD	
	1.2 EPSMD prepares the Energy Audit Report		12 Working Days	Sr. SRS, SRS II, SRS I, EPSMD	
	1.3 Reviews and endorses the energy audit report to the EUMB-OD for approval	None	1 Working Day	Division Chief, EPSMD	
	1.4 Director approves the Energy Audit Report		1 Working Day	Director, EUMB	
	1.5 EPSMD transmits the Energy Audit Report		1 Working Day	Staff, EPSMD	
Total Number of Days 20 Working Days			5		

ENERGY POLICY AND PLANNING BUREAU

(EPPB)



SUMMARY

Energy Policy and Planning Bureau (EPPB)

PROCESS		DURATION	TRANSACTION CLASSIFICATION				
	EXTERNAL	SERVICES					
Ρ	Planning Division (PD)						
1.	Data Request Process ^a	3 Working Days	Simple				
2.	Issuance for CEPNS for Commercial Phase Transactions	3 Working Days	Simple				
3.	Issuance for CEPNS for Pre- Development Phase Transactions	3 Working Days	Simple				
4.	Data Request Process ^b	7 Working Days	Complex				
Ρ	olicy Formulation and Research	Division (PFRD)					
1.	Provision of Key Energy Statistic Data and other Energy-Related Indicators/Information to Various Clients ^c	3 Working Days	Simple				
2.	Provision of Key Energy Statistic Data and other Energy-Related Indicators/Information to Various Clients ^d	20 Working Days	Highly Technical				
	INTERNAL	SERVICES	•				
1.	Provision of Data / Information to Various Bureaus / Offices / Units ^e	3 Working Days	Simple				
2.	Provision of Data / Information to Various Bureau / Offices / Units ^f	7 Working Days	Complex				
3.	Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE and Other Agencies and Institutions (Local and International) ^{g,h}	20 Working Days	Highly Technical				

^a Data available with PD

^b Data requested will be gathered from other units and will need further processing

° Data available with PFRD

- ^d Data requested need further processing and analysis
- ^e Data / Information requested available in the EPPB
- ^f Data / Information requested available in the EPPB
- ^g Data / Information requested will be gathered from different units/ bureaus

h Request for Position Papers / presentations on energy issues



Energy Planning and Policy Bureau (Planning Division and Energy Investment Coordinating Council)

External Services



Application for the Issuance of CEPNS for Commercial Phase Transactions

0	Office or Division: Planning Division (PD)				
С	lassification:	Simple Transaction			
T	ype of Transaction:	Government to Business, Government to Government			
N	/ho May Avail:	All Energy Proponents / Stakeholders			
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1.	Application Form & Let	ter		EICC Secreta	riat
Ро	wer Plants, Transmissi tworks				
 System Impact Study (SIS) Engineering Procurement Contract (EPC) Competitive Selection Process (CSP) (not applicable for Merchant Plants) Certificate of Endorsement (COE) 		Electric Power Industry Monitoring Bureau (EPIMB)			
6.	Proof of Financial Clos	ing		Client	
7.			Energy Regulatory Commission		
Ga	is Projects				
8.	Notice to Proceed (NT)	Oil Industry Management Bureau		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit EPNS Application documents	1.1 Receive copy of EPNS Applications through the DOE Records		1 Working Day	Records Officer, RMD
		 1.2 Inform the project proponent if the application was accepted or denied / deferred due to incomplete submission of documents 	None	2 Working Days	EICC Secretariat
Т	otal Number of Days		;	3 Working Days	



Application for the Issuance of CEPNS for Pre-Development Phase Transactions

Office or Division:	Planning Division (חס			
J J J J J J J J J J					
Classification:	Simple Transaction				
Type of Transaction:	: Government-2-Business, Government-2-Government				
Who May Avail:	All Energy Propone	ents / Stakeł	nolders		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application Form & Lett	ter		EICC Secreta	riat	
 Service Contract (RE Projects) Operating Contracts & Feedstock Supply Agreement (MOA, MOU etc.) for Biomass Projects 		Department of Energy – Renewable Energy Management Bureau			
	 Service Contract (Oil Projects) Coal Operating Contracts for Coal Projects 		Department of Energy – Energy Resource Development Bureau		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit EPNS Application documents	1.1 Receive copy of EPNS Applications through the DOE Records		1 Working Day	Records Officer, Records Management Division	
2. Receive copy of the letter	2.1 Inform the project proponents if their application was accepted, denied or deferred due to incomplete submission of documents	None	2 Working Days	EICC Secretariat	
Total Number of Days	Total Number of Days3 Working Days				



Data Request Process^b

		Diamaina Division (DD			
Office or Division: Planning Division (PD)					
Classification:		Complex Transaction	Complex Transaction		
Type of Transaction	n:	Government-2-Gover	ernment / Government-2-Citizen		
Who May Avail:		Students, Researcher	ers, Government and other entities		
CHECKLIST O	FR	EQUIREMENTS	WHERE TO SECURE		
1. Letter / Email of Re	que	st for Energy Data	EPPB – Office of the Director		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
request for energy data a. Online b. Walk-in c. Printed Documents (already secured with RFID in Records Division)	1.1 1.2 1.3 1.4	Record the received documents in Energy Application Monitoring System (EAMS) Receive Data Request / Record to Logbook / Electronic Data Monitoring System (EDMS) Screen / Endorse to Staff Gather and Process the data requested	None	0.5 Working Day 6 Working Days	EPPB – OD and Records Management Division Staff, Panning Division Division Division Chief Supv. Science Research Specialist / Technical Staff
	1.5 1.6 1.7	Review / Endorse for Approval of Output Approve the Output (as necessary) Record / Transmit the Output (Logbook / EDMS)		0.5 Working Day	Division Chief Director, EPPB Clerk / Concerned Staff
Total Number of Day	/S		7	Working Days	

^b Data requested will be gathered from other unit/s



Energy Planning and Policy Bureau (Policy Formulation and Research Division)

External Services



Provision of Key Energy Statistic Data and other Energy-Related Indicators / Information to Various Clients^c

Office or Division: Policy Formulation and Resea			nd Research	Division (PFRD)
Class	sification:	Simple Transaction			
Туре	of Transaction:	Government-2-Gove Government-2-Busir	vernment / Government -2-Citizen / siness		
Who	May Avail:	Government Agencie	es, Academe	and other Resea	archers
C	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			URE	
Officia	al Letter of Request w	vith:		Office of the Dire	ector
	ame and address of re		Policy For	mulation and Res	earch Division
ne	eded	Statistics / information			
	ended use of data / s ing requested	statistics / information			
с	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
rec Sta	quest for Energy atistics/ Information eceived	 1.1 Submit Data Request 1.1.1 FOI / Info Center / Email 1.1.2 Printed Documents / letters / walk-in clients 1.1.3 Text Messages (Viber/ Messenger)² 1.2 Receives Data Request / Recording to Logbook / Document Tracking System (DTS) 1.3 Screens Endorsement to Units 	Php 2.00 / 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	0.5 Working Day	Records Officer, Records Management Division Office of the Director, Energy Policy and Planning Bureau
		1.4 Receives data request by the			Clerk, PFRD

Total Number of Days	3 Working Days	
1.9 Records / Transmits Output (Logbook / DTS)		Clerk / Concerned Staff / Client
1.8 Approves the Output (as necessary)	0.5 Working Day	Director, EPPB
1.7 Reviews / Endorses for Approval of Output		Chief SRS
Recording to Logbook / DTS 1.5 Screens / Endorses to Staff 1.6 Processes requested data	2 Working Days	Chief SRS Supv. Science Research Specialist / Technical Staff
Units for		

Total Number of Days

3 Working Days

¹Data available with PFRD

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, no need for the review of the Director

° Data available with PFRD



Provision of Key Energy Statistic Data and other Energy-Related Indicators / Information to Various Clients^d

Office or Division:	Policy Formulation and Research Division (PFRD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government / Government -2-Citizen / Government- 2-Business			
Who May Avail:	Government Agencie	es, Academe a	nd other Resear	rchers
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SEC	URE
Official Letter of Request v	with:		Office of the Direct	ctor
1. Name and address of rec		Policy Forr	mulation and Rese	earch Division
 Specific industry data / S needed 	tatistics / information			
 Intended use of data / sta being requested 	/ statistics / information			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	 1.1 Submission of Data Request 1.1.1 FOI / Info Center / Email 1.1.2 Printed Documents / letters / walk-in clients 1.1.3 Text Messages (Viber/ Messenger) 1.2 Receipt of Data Request / Recording to Logbook / Document Tracking System (DTS) 1.3 Screening Endorsement to Units 	Php 2.00 / 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	0.5 Working Day	Records Officer, Records Management Division Office of the Director, Energy Policy and Planning Bureau

Total Number of Dave			20	Working Day	e
	1.10	Recording / Transmittal of Output (Logbook / DTS)		Days	Clerk / Concerned Staff / Client, PFRD
		Output		1.5 Working	EPPB
	1.9	Endorsement for Approval of Output Approval of			Chief SRS, PFRD Director,
	1.8	a. Data Research b. Coordination with Concerned Units c. Consolidatio n of inputs Review /			
	1.6	Staff Data requested is not available in the PFRD energy database and requires further research Processing of requested data		18 Working Days	PFRD
	1.5	Units for Recording to Logbook / DTS Screening / Endorsement to			PFRD Chief SRS,
	1.4	Receipt of data request by the			Staff,

Total Number of Days

20 Working Days

^EData requested need further research, processing and analysis ⁶Included personal messages through text message, viber and messenger from the

⁸ 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 Access on the core process flow data provision of EPPB QMS Manual)

^d Data requested need further processing and analysis

researchers

⁷ If the level of approval is director level, the DC is the endorser



Energy Policy and Planning Bureau

Internal Services



Provision of Data / Information to Other DOE Bureaus / Offices / Units^e

Office or Division:	Energy Policy and Planning Bureau (EPPB)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Gove	ernment		
Who May Avail:	Other DOE Bureaus / Offices / Units			
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	URE
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		EPPB - Office of the Director		Director
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
for statistics /	 1.1 Information request 1.1.1 Email / Telephone 1.1.2 Printed documents / memo / walk-in 1.2 Receive data / information request / record to logbook / Electronic Data Monitoring System (EDMS) 1.3 Screen data request / Endorse to concerned unit/s 1.4 Receive data / information request by the unit/s and record to 	None	0.5 Working Day	Focal Person, Office of the Director

1.5 1.6 1.7	request / Endorse to Staff Process requested data / information	2 Working Days	Chief SRS Supervising SRS / Technical Staff Chief SRS
1.8			Director, EPPB
1.9	4 1	0.5 Working Day	Clerk / Concerned staff
Total Number of Days		3 Working Days	

^e Data / Information requested available in the EPPB



Provision of Data / Information to Other DOE Bureaus / Offices / Units^f

Office or Division:	Energy Policy and Planning Bureau (EPPB)			
Classification:	Complex Transaction	n		
Type of Transaction:	Government-2-Gove	vernment		
Who May Avail:	Other DOE Bureaus	s / Offices / Units		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
Official Letter of Request w 1. Name and address of r 2. Specific industry data / needed 3. Intended use of data / s being requested	equesting party Statistics / information	Office of the Director		
CLIENT STEPS	CLIENT STEPS AGENCY ACTIONS BI		PROCESSING TIME	PERSON RESPONSIBLE
 Submission of request for statistics / information / related to energy 	 1.1 Information request 1.1.1 Email / Telephone 1.1.2 Printed documents / memo / walk-in 1.2 Receive data / information request / record to logbook / Electronic Data Monitoring System (EDMS) 1.3 Screen data request / Endorse to concerned unit/s 	None	0.5 Working Day	Staff, EPPB-OD
	1.4 Receive data / information request by the unit/s and record to		6 Working Days	Staff, EPPB

1	logbook / EDMS .5 Screen data request / endorse to staff .6 Process requested data / information .7 Review / endorse for approval of output .8 Approve output (if necessary)		Chief SRS Supv. Science Research Specialist / Technical Staff Chief SRS Director, EPPB
1	.9 Record / Transmit of output (Logbook / EDMS)	0.5 Working Day	Clerk / Concerned staff
Total Number of Days		7 Working Days	

^f 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 and Other Agencies and Institutions (Local and International)^{g,h}

0	ffice or Division:	or Division: Energy Policy and Planning Bureau (EPPB)			
С	lassification:	Highly Technical Tran	saction		
Ту	ype of Transaction:	Government-2-Gover	nment		
W	/ho May Avail:	Other DOE Bureaus /	DOE Bureaus / Offices / Units		
	CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
01 1. 2. 3.	fficial Letter of Request v Name and address of r Specific industry data / needed Intended use of data / s being requested	equesting party Statistics / information	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	 Information request 1.1.1 Email / Telephone 1.1.2 Printed Documents / memo / walk-in 1.2 Receive data / information request / record to logbook / Electronic Data Monitoring System (EDMS) 1.3 Screen data request / endorse to units 		0.5 Working Day	Staff, EPPB-OD
		1.4 Receive data / information request by the unit/s and record		18 Working Days	Staff, EPPB

Total Number of Days		20 Working Day	S
1.9	Record / Transmit output (Logbook / EDMS)		Clerk / Concerned Staff
1.8	Approve the output (if necessary)	1.5 Working Days	Director, EPPB
1.7	Review / Endorse for approval of output		Chief SRS
	 a. Data research b. Coordination with concerned units c. Consolidation of inputs 		Supv. Science Research Specialist / Technical Staff
1.6	Process requested data		
1.5	EDMS Screen of request / Endorse to Staff		Chief SRS
	to logbook /		

^g Information / Data requested is to be gathered from different units / bureaus. ^h Request for Position papers / presentations on energy issues

ENERGY RESEARCH TESTING AND LABORATORY SERVICES

(ERTLS)



SUMMARY

Energy Research and Testing Laboratory Services (ERTLS)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION		
	EXT	ERNAL SERVICES			
	eoscientific Research a	and Fuel Testing Labo	ratory Division		
	GRFTLD)				
1.	Issuance of Geological / Chemical Laboratory Test Report	12 Working Days	Highly Technical		
L	Lighting and Appliance Testing Laboratory (LATL)				
1.	Processing of Request for Validation of Energy Labels a. Online Validation b. Manual Validation	3 Working Days 4.5 Working Days	Simple		
2.	Issuance of Inspection Report for Generic Models / Exempted Appliances	5 Working Days	Complex		
3.	Processing of Endorsed Energy Performance Test Report from Other Laboratory	5 Working Days	Complex		
4.	Issuance of Calibration Certificate for Electrical, Temperature and Energy- Monitoring Instruments	6.5 Working Days (Electrical Instruments) 7 Working Days (Temperature Instruments)	Complex		
5.	Issuance of Energy Performance Test Report for Lighting Products and Other Devices	Depending on the Performance Test	Highly Technical		
6.	Issuance of Energy Performance Test Report for Appliance and Equipment a. Air Conditioner b. Television c. Clothes Washer d. Refrigerator	5.5 Working Days 5.5 Working Days 12.5 Working Days 21.5 Working Days	Highly Technical		

INTERNAL SERVICES

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

 I. Issuance of Geological / Chemical Laboratory Test
 Report
 I2 Working Days
 Highly Technical



Energy Research Testing and Laboratory Services (Geoscientific Research and Fuel Testing Laboratory)

External Services



ISSUANCE OF GEOLOGICAL / CHEMICAL LABORATORY TEST REPORT

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

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)			
Classification:	Highly Technical			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	URE
1. GRFTL-SF-1		CPE"	TL Office of the Div	vision Chief
2. Customer Feedback F	orm	GRF		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of samples and receipt request (GRFTL-SF- 1). 	1.1 Reviews / checks the correctness of the filled-out request form	None	0.5 Working Day	Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory 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 			Note: > Geothermal Coal Section - coal and geothermal water samples > Processed Fuels Section - petroleum and biofuel samples > Geology Section-

				rock samples ➤ Oil and Gas Section - geothermal gas, biogas or synthesis gas
2. Payment of Laboratory Service Fee	2.1 Issues the Official Receipt for testing fee	Refer to DOE schedule of fees and charges		Cashier, Treasury Division
3. Issuance of Work Order (GRFTL-SF-3)	3.1 Dispatches GRTFL-SF-3 to the assigned GRFTL Section		0.5 Working Day	GRFTL Staff & Chief SRS, GRFTL
 4. Analysis of Sample a. Conduct of Sample Preparation / Testing / Analysis (<i>Refer to page 3</i>) b. Preparation of Results of Analysis 	4.1 Reviews and Endorses Transmittal Letter and Test Report to GRFTL Chief SRS	None	10 Working Days	GRFTL Staff and GRFTL Chief SRS, GRFTL
5. Endorsement of Transmittal Letter and Test Report to ERTLS Director	5.1 Affixes initial of supervisor of the concerned unit and GRFTL Chief SRS and signature of the ERTLS Director to the Transmittal Letter		0.5 Working Day	Director, ERTLS
6. Release of Test Report	6.1 Receives copy acknowledged by the customer		0.5 Working Day	
Total Number of Days		•	12 Working Days	5

Note: *CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS:

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12	additional 3 days for every 3 samples in excess of 12
samples)	samples
PNS Test for B100 (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for E100 (30 samples)	additional 3 days for every 9 samples in excess of 30 samples
PNS Test for Fuel Oil (Industrial) (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for Gasoline (10 samples)	additional 3 days for every 5 samples in excess of 10 samples
PNS Test for Kerosene (30 samples)	additional 3 days for every 9 samples in excess of 30 samples
Non-PNS Test for Diesel (40 samples)	additional 3 days for every 10 samples in excess of 40 samples
Non-PNS Test for Gasoline (40 samples)	additional 3 days for every 10 samples in excess of 40 samples
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (10 samples per batch)	additional 2 days for every 5 samples in excess of 10 samples
Proximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
Proximate Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 4 samples in excess of 8 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
	n, testing may be completed earlier than 10 working
Complete Ion Analysis (10 samples)	additional 5 days for every 5 samples in excess of 10 samples
Oil and Gas Section	
Analysis of Crude Oil (8 samples) Analysis of Natural Gas / Biogas (20	additional 3 days for every 2 samples in excess of 8 samples additional 3 days for every 5 samples in excess of 20
samples)	samples *Minimum of 10 working days per every one (1) sample. Duration of analysis will depend on the
Analysis of Source Rocks / Soil	condition of the samples received. additional 3 days for every 3 samples in excess of 10
Analysis of Stable Isotope (10 samples)	additional 3 days for every 2 samples in excess of 8
PNS Test for B100: GC Analysis (8 samples)	samples
PNS Test for E100: GC Analysis (20	additional 3 days for every 5 samples in excess of 20 samples
samples)	อลแทยธร

Analysis of Liquefied Petroleum Gas (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Geology Section	•
Micropaleontological and Petrographic Analysis	*Minimum of 10 working days per every one (1) sample. Duration of analysis will depend on the condition of the samples received.

Remarks: Upon the occurrence of any force majeure event, the laboratory shall promptly inform the customer specifying the cause of delay of sample analysis in accordance with GRFTL Communication *Plan.*



Energy Research Testing and Laboratory Services (Lighting and Appliance Testing)

External Services



Processing of Request for Validation of Energy Labels

Validation of energy labels is a service related to ES&L program rendered by LATL. This includes validation of energy labels for air conditioners and refrigerators

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business				
Who May Avail:	Private companies, i	ndustries, a	cademe, govern	ment institutions	
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	CURE	
1. Validation Request For Energy Labels Form	m / Validation of		DOE-ERTLS-LAT	L-AES	
2. Approved Order of Pay	ment (1 copy)	I	DOE-ERTLS-LAT	L-AES	
3. Validation Fee/s			Client		
 Official Receipt for payr fee/s (1 copy) 	ment of validation		DOE Treasu	ſy	
5. Test Report / Inspection Exemption) / Revised R		Third party laboratory and DOE-ERTLS-LATL- AES			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 For online validation, customer will call LATL office to inquire the availability of test report of the requested model to be validated. If test reports are available, client logs in to <u>http://www.latl.wattmatte</u> <u>rs.org.ph</u> to request for online validation and inputs their product details. Note: New clients need to do one-time registration to <u>http://www.latl.wattmatte</u> <u>rs.org.ph</u> prior <u>requesting for online</u> <u>validation of energy</u> <u>label.</u> 	 1.1 For online and manual validation, LATL staff checks the availability of Test Report / Generic Report / Revised Rating Report of the requested model to be validated. If test report is not yet available. LATL staff advice the customer 1.2 For online validation LATL staff logs on <u>http://www.latl.w</u> <u>attmatters.org.p</u> 	None	0.5 Working Day (for online and manual validation)	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory	

		r		
	<u>h</u> and receives			
For manual validation,	online request			
customer will call LATL	for validation			
office to inquire the				
availability of test report				
of the requested model				
to be validated. If test				
reports are available,				
customer can request				
for soft copy of				
Validation of Energy				
Labels Form to be filled				
out before going to				
LATL office or they can				
-				
go directly to LATL office or they can go				
, .				
directly to LATL office to				
fill up the form.				
2. For online and manual	2.1 LATL staff			
validation, customer	receives the			
prints validation request	form then			
form or accomplished	prepares and			
validation of energy	generate the			
labels form and	OoP			
proceeds to LATL office				
for issuance of Order of				
Payment (OoP).				
For online validation				
For online validation,				
customer may inform				
LATL staff that inputting				
of their product details				
are already done so that				
they do not need to				
proceed to LATL Office				
For manual validation				
For manual validation,				
customer may send				
accomplished validation				
of energy form through				
email so that they do				
not need to proceed to				
LATL Office				
3. Payment of validation	3.1 DOE-Treasury			
fee/s to DOE Treasury	issues Official			
	Receipt	Php	0.5 Working	Cashier,
		200.00 per	Day (for online	Treasury
	For manual	model	and manual	Division
	validation, LATL	-	validation)	
	staff copies the			
	OoP number			

		r		1
	and OR number to validation of energy labels form 3.2 For online			
	validation, LATL staff files the printed validation request form, official receipt, and order of payment			
	For manual validation, LATL staff copies the Oop Number and OR Number to validation of energy labels form			
	3.3 For manual validation, LATL staff assigns control number to the validation of energy labels form			
 4. For online and manual validation, wait for the completion of service. For online validation, if there is a correction in the details, customer resubmits the corrected validation request form to LATL through email 	 4.1 For online and manual validation, LATL staff validates the prototype energy label 4.1 For online validation, if prototype 	Correspon ding fees should	 For Air Conditioner – 5 prototype energy labels per day 	SRS / SRA /
or phone call. Note: a. Please refer to the corresponding days in the "Processing Time" column.	energy label is for correction, LATL staff informs customer of correction. LATL staff files the document	already have been paid in step 2	 For Refrigerator 5 prototype energy labels per day 	Lab Tech. II, LATL
b. Wait for DOE-LATL's advice/notice for the	with error/correction.			

issuance / releasing of Energy Label. The client may also call DOE-LATL for updates on the status of service.	4.2 For online and manual validation, LATL staff reviews and recommends approval of the energy label		0.5 Working Day (for online and manual validation)	Sr. SRS / Supervising SRS, LATL	
	4.3 Approves the energy label		0.5 Working Day (for online and manual validation)	Chief SRS, LATL	
5. For manual validation, if there's a correction in the details (e.g. wrong input in the label, wrong color and size of energy label), customer returns to LATL office to re- submit the corrected energy label	5.1 If prototype energy label is for correction, LATL staff informs customer of correction. LATL staff files the document with error/correction	N / A	0.5 Working Day (for manual validation)	SRS / SRA / Lab Tech. II, LATL	
	5.2 LATL staff reviews and recommends approval of the corrected energy label		0.5 Working Day (for manual validation)	Chief SRS, LATL	
 6. For online validation, download prototype energy label. For manual validation, customer claims the approved energy label to LATL office 	6.1. For online validation, LATL staff informs customer that energy label is ready for download For manual validation, LATL staff releases to customer the approved energy label	N / A	0.5 Working Day (for manual validation)	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL	
Total Number of DaysOnline Validation – 3 Working DaysManual Validation – 4.5 Working Days					



Issuance of Inspection Report for Generic Models / Exempted Appliances

Inspection of generic models / exempted products are services related to ES&L program rendered by LATL. This includes generic models / exempted products for air conditioners, refrigerators, clothes washers and televisions.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Highly Technical Tra	insaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business				
Who May Avail:	Private companies, industries, academe, government institutions				
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SEC	URE	
1. Request Letter from C	Client (1 copy)	To be sub	nitted by the clien	t to DOE-LATL	
2. Service Request Form	ו (1 copy)	C	OE-ERTLS-LATL	-AES	
3. Inspection Sample/s		To be subi	mitted by the clien	t to DOE-LATL	
4. Approved Order of Pa	yment (1 copy)	C	OE-ERTLS-LATL	-AES	
5. Inspection Fee/s			Client		
6. Official Receipt for pay fee (1 copy)	yment of inspection	DOE Treasury			
7. Individual Inspection F Party Laboratory (1 co		Third Party Laboratory			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of letter of request for inspection of generic models or exempted products to DOE- ERTLS Note: Client may send request letter through email. 	 1.1 Office of the Director endorses the Letter of request received from client to LATL. 1.2 LATL scans the copy with endorsement for filing and back-up. 1.3 LATL checks if there is an existing base model report for 	N / A	0.5 Working Day	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory	

			generic models. If there is no base model report, client will bring the actual base model unit to LATL upon inspection. LATL informs the client the schedule of inspection through phone or email.			
2.	Fill-out Service Request Form (SRF) to DOE-LATL	2.1	Assists client in filling-out SRF			
3.	Submission of SRF to DOE-LATL	3.1	Checks and approves the SRF			Chief SRS, LATL
			Prepares and generates order of Payment	N / A		SRS / SRA / Lab Tech. II, LATL
4.	Submission of Inspection Sample/s to DOE-LATL. Note: If client opts to conduct inspection outside DOE, the client will bear all travel expenses.		Receives and inspects sample/s		0.5 Working Day	SRS / SRA / Lab Tech. II, LATL
5.	Payment of Inspection Fee/s to DOE Treasury	5.1	DOE-Treasury issues official receipt	Php 600.00 per model		Staff, Treasury Division
6.		6.1	Photocopies OR and other documents for filing	None		SRS / SRA / Lab Tech. II, LATL
7.	Wait for the inspection to finish. Sign and conforme to the Inspection Report.	7.1	LATL will conduct inspection by accomplishing Inspection Form and takes photographs of the unit being inspected	Corresponding fees should already have been paid in step 5	 Inspection of Air Conditioners 5 units per 1 Working Day Inspection of Refrigerators 5 units per 1 Working Day 	SRS / SRA / Lab Tech. II, LATL

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	7.3	LATL staff compares generic model to its base model by referring to reports submitted by the third-party laboratory or the actual base model brought by the client. If generic model is the same as its base model, client will sign and conforme to the Inspection Forms. Note: If found not generic to base model, LATL staff will inform the client. If unit is requested for inspection of exempted product, LATL staff verifies if it is exempted or		 Inspection of Clothes Washer – 5 units per 1 Working Day Inspection of Television – 5 units per 1 Working Day 	
		product, LATL			
		<i>Note:</i> If found not to be exempted, LATL staff informs the client.			
 Wait for the completion of services of product being inspected. 	8.1	Prepares the individual inspection report	Corresponding fees should already have	3 Working Days	SRS / SRA / Lab Tech. II, LATL

 Note: a. Please refer to the corresponding days in the "Processing Time" column b. Wait for DOE-LATL's advice/notice for the issuance / releasing of Inspection Report. The client may also call DOE-LATL for updates on the status of service. 	 8.2 Prepares and approves the summary matrix of individual inspection report. Prepares the transmittal letter. 8.3 Approves and signs transmittal letter 	been paid in step 5	Sr. SRS / Supervising SRS, LATL Chief SRS / Director, LATL
 9. Claim inspection report	9.1 Inspects	N/A	SRS / SRA /
and retrieve inspection	report/s ready		Lab Tech. II,
sample at DOE-LATL Total Number of Days	for release		LATL



Processing of Endorsed Energy Performance Test Report from Other Laboratory

Evaluation of endorsed test report from other laboratory is a service related to ES&L program rendered by LATL. This includes evaluation of endorsed test report for air conditioners, refrigerators, clothes washers and televisions.

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, i	ndustries, ac	ademe, governm	nent institutions	
CHECKLIST OF RE	EQUIREMENTS	V	VHERE TO SEC	URE	
1. 1 copy of Test Report fi laboratory	rom third party		Third party labora	atory	
2. 1 copy of Service Requ	lest Form	٦	OE-ERTLS-LATL	-AES	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Fill up of Service Request Form (SRF) to DOE-LATL 2. Submission of SRF 	 1.1 Receives test report from third party laboratory 1.2 Assists client in filling up SRF 2.1 Checks and 	None	0.5 Working Day	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory	
to DOE-LATL	approves the SRF	None		Chief SRS, LATL	
 Wait for the completion of service. Note: a. Please refer to the corresponding days in the 	 3.1 Prepares for the discussion of result 3.2 If the received test report is erroneous, LATL informs third party 		 For Air Conditioner – 10 models per 2 working day For Refrigerator – 10 models per 2 working day For Clothes Washer – 10 	SRS / SRA / Lab Tech. II, LATL	

"Processing Time" column. b. Wait for DOE- LATL's	laboratory for corrective action	models per 2 working day • For Television – 10 models per 2 working day	
advice/notice for the issuance / releasing of Discussion of Result. The client may also call DOE-LATL for updates on the status of service.	3.3 If the received test report is not erroneous, reviews and approves discussion of result then prepares transmittal letter.	2.5 Working Days	Sr. SRS / Supervising SRS, LATL
	3.4 Approves and signs the transmittal letter		Chief SRS / Director, LATL
4. Claim Discussion of Result at DOE-LATL	4.1 Releases the Discussion of result		SRS / SRA / Lab Tech. II, LATL
Total Number of Days		5 Working Days	



Issuance of Calibration Certificate for Electrical, Temperature and Energy-Monitoring Instruments

Calibration work is conducted to address the calibration requirements of LATL and to accommodate external customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), Resistance (up to 10G Ω), 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			nt,
Who May Avail:	Private companies,	, industries, acao	deme, governm	nent institutions
CHECKLIST OF RE	QUIREMENTS	WH	ERE TO SECL	JRE
1. Equipment for calibratic manual	on, accessories,	To be submit	ted by the client	to DOE-LATL
2. 1 copy of Calibration Se			E-ERTLS-LATL-	
3. 1 copy of Approved Ord 4. Calibration Fee/s	ter of Payment	DOE-ERTLS-LATL-CIC Client		
5. 1 copy of Official Recei calibration fee	pt for payment of	DOE Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of equipment for calibration to DOE- LATL-CIC with its accessories and manual if available. Note: Client may prefer to call beforehand to check if LATL can calibrate their equipment. 	1.1 Functionality check of equipment for calibration <i>Note:</i> During functionality check, if the equipment is malfunctioning , not operating properly or has physical damages, DOE-LATL-	N / A	0.5 Working Day	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

2. Fill up and 2 submission of Calibration Service Request in DOE- LATL 2 2
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calibration fee/s to DOE Treasury to issue official receipt Electrical calibration - 5 points per parameter Temperature calibration of Digital Power Meter (DPM) Php 4,900.00 > Calibration of each additional point Php 350.00 Calibration of Digital Resolution Php 3,250.00 (5 points per parameter) 0.5 Working Calibration of each additional point 0.5 Working Officer, Treasury Treasury Digital Nutlimeter (DMM) up to 4 ½ Digital Resolution Php 3,250.00 (5 points per parameter) 0.5 Working Calibration of each additional point for DDM Php 200.00 0.5 Working Collection Officer, Treasury Division Officer, Treasury Treasury Division Calibration of each additional point for AC/DC Voltmeters Php 390.00 Calibration of each additional point for AC/DC Animeters Php 2,100.00 Calibration of each additional point for AC/DC Animeters Php 420.00	calibration fee/s to DOE Treasury to issue official receipt Electrical calibration - 5 points per parameter Temperature calibration of Digital Power Meter (DPM) Php 4,900.00 > Calibration of each additional point Physical Science Calibration of Ligital Power Meter (DPM) Php 4,900.00 > Calibration of each additional point Physical Science Calibration of each additional point or Digital Multimeter (DMM) up to 4 ½ Digital Resolution Php 3,250.00 (5 points per parameter) 0.5 Working Day Collection Officer, Treasury Division Calibration of each additional point for DDMM Php 200.00 0.5 Working Day Day Collection Officer, Treasury Division 1,950.00 Calibration of each additional point for AC/DC Voltmeters Php 2,100.00 0.5 Working Day 2,200.00 Calibration of each additional point for AC/DC Ammeters Php 2,100.00 Calibration of each additional point for AC/DC Ammeters Php 2,100.00	 	I		
Calibration of Ohmmeter		receipt	 <i>calibration</i> – 5 <i>points per</i> <i>parameter</i> <i>Temperature</i> <i>calibration</i> – 5 <i>points</i> Calibration of Digital Power Meter (DPM) Php 4,900.00 Calibration of each additional point 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 each additional point for AC/DC Voltmeters Php 1,950.00 Calibration of each additional point for AC/DC Voltmeters Php 390.00 Calibration of each additional point for AC/DC Voltmeters Php 390.00 Calibration of each additional point for AC/DC Voltmeters Php 390.00 Calibration of each additional point for AC/DC Ammeters Php 420.00 Calibration of 	-	Officer, Treasury

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
➤ 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 for Liquid-in- Glass (LIG) Php 600.00 Thermometer / RTD / Thermocouple Php 390.00 	
4. Present Official	4.1 Photocopy OR	N/A	Lab. Tech II /
Receipt (OR) given	and other		SRS I / SRS
by DOE Treasury	documents for		II / Sr. SRS,
to DOE-LATL	filing		LATL

5. Wait for the	5.1 Conduct of		Electrical]
completion of	calibration		Instruments	
calibration	Cambration		• DPM – 1.5	
services.			Working Days (5	
			points per	
Note:			parameter)	
			 DMM – 1.5 	
a. Please refer to			Working Days (5	
the			points per	
corresponding			parameter)	
days in the			 AC/DC Voltmeters – 1.5 Working 	
"Processing Time" column.			Days (5 points per	
			parameter)	
b. Wait for DOE-			 AC/DC Ammeters 	
LATL's			– 1.5 Working	
advice/notice			Days (5 points per	
for the issuance			parameter)	
/ releasing of			Ohmmeter – 1.5	Lab. Tech II
Calibration			Working Days (5	/ SRS 1/
Certificate/s.		o "	points per	SRS II / Sr.
The client may		Corresponding	parameter)	SRS,
also call DOE-		fees should	Resistors – 1.5	LATĹ
LATL for		already have been paid in step	Working Days (5 points per	
updates on the status of		3 according to the	parameter)	
status of service.		type of appliance	 Clamp Meter – 1.5 	
361 1106.		/ testing / service	Working Days (5	
		requested	points per	
		•	parameter)	
			. ,	
			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	
	5.2 Computation			SRS I /
	of uncertainty		1.5 Working Days	SRS II / Sr.
	of			SRS,
	measurement			LATL
	5.3 Preparation of calibration			SRS II / Sr.
	certificate		1 Working Day	SRS,
				LATL

	5.4 Review, approval and signing of calibration certificate		1 Working Day	Chief SRS / Sr. SRS, LATL
6. Claim Test Report and retrieve test sample at DOE- LATL	6.1 Calibration certificate ready for release	N / A	0.5 Working Day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Total Number of DaysElectrical Instruments – 6.5 Working DaysTemperature Instruments – 7 Working Days				S



Issuance of Energy Performance Test Report for Lighting Products and Other Devices

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, 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-Citiz Government-2-Bus		ien-2-Governme	nt,
Who May Avail:	Local manufacturer academe, governm			
CHECKLIST OF RE	QUIREMENTS	v	VHERE TO SEC	URE
 1 copy of Service Re Test Sample/s 	equest Form (SRF)		DE-ERTLS-LAT	
3. 1 copy of Approved	Order of Payment	D	DE-ERTLS-LATI	L-LOD
 Testing Fee/s 1 copy of Official Re of testing fee 	ceipt for payment		Client DOE Treasury	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of test sample/s to DOE- LATL-LOD	1.1 Evaluates test sample/s1.2 Receives test sample/s	N / A	0.5 Working Day	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory
2. Fill up Service Request Form (SRF)	 2.1 Assists client / Gives assistance if needed 2.2 Approves the SRF 	N / A		Lab. Tech II / SRS / Supervising SRS / Chief SRS, LATL

2	3 Prepares and generates the Order of Payment	
	(OoP)	

3. Pay testing fee/s at	3.1 DOE-Treasury	Conjonkatara		
DOE Treasury	issues official	 Goniophotom etry – Php 		
	receipt	11,600.00/sa mple		
		• Spherephoto		
		metry/ Lighting		
		Products and Other Devices		
		Electrical		
		Measurement s – Php		
		740.00/ sample		
		Endurance		
		Test – Php 2,200.00/		
		batch		
		 10W – 22W Fluorescent 		
		Lamps and LED lamps life		
		test (1,900		
		hrs) – Php 11,580.00/		
		batch • 10W – 22W		Collection
		Fluorescent	0.5 Working	Officer,
		Lamps and LED lamps	Day	Treasury Division
		lumen maintenance		211101011
		– Php		
		19,200.00/ batch		
		 10W – 22W Fluorescent 		
		Lamps and		
		LED lamps life test every next		
		1,000 hrs – Php 2,200.00/		
		batch		
		 23W – 32W Fluorescent 		
		Lamps and LED lamps life		
		test (100 hrs)		
		– Php 7,720.00/		
		batch • 23W – 32W		
		Fluorescent Lamps and		
		LED lamps life		
		test (1,900 hrs) – Php		
L	1	/ • • r		

13,480.00/
batch
• 23W – 32W
Fluorescent
Lamps and
LED lamps
lumen
maintenance
– Php
21,200.00/
batch
• 23W – 32W
Fluorescent
Lamps and
LED lamps life
test every next 1,000 hrs –
Php 3,200.00/
batch
• 33W – 40W
Fluorescent
Lamps and
LED lamps life
test (100 hrs) -
Php 7,800.00/
batch
• 33W – 40W
Fluorescent
Lamps and
LED lamps life
test (1,900
hrs) – Php
15,000.00/
batch
• 33W – 40W
Fluorescent
Lamps and
LED lamps
lumen
maintenance)
– Php
22,800.00/
batch
• 33W – 40W
Fluorescent
Lamps and
LED lamps life
test every next
1,000 hrs) –
Php 4,000.00/
batch
● light sources
above 40W –
100W @
100hrs life
test) - Php

8,400.00/ batch
 light sources above 40W – 100W @ 1,900hrs life test) – Php 26,400.00/ batch
 light sources above 40W – 100W lumen maintenance) – Php 34,800 .00/ batch
 light sources above 40W – 100W @ life test at every 1,000 hrs) – Php 10,000.00/ batch
 light sources above 100W – 200W @ 100hrs life test) – Php 9,400.00/ batch
 light sources above 100W – 200W @ 1,900hrs life test – Php 45,400.00/ batch
 light sources above 100W – 200W lumen maintenance – Php 54,800.00/ batch
 light sources above 100W – 200W @ life test at every 1,000 hrs – Php 20,000.00/ batch
Ballast BEF – Php 12,200.00/ batch

4. Present Official Receipt (OR) given	4.1 Photocopies OR and other	N / A		Lab. Tech II / SRS,
by DOE Treasury to DOE-LATL	documents for filing			LATL
 5. Wait for the completion of services of product being tested. Note: a. Please refer to the corresponding days 	5.1 Conducts Test 5.1.1 Electrical and photometric characteristics of Omni- directional light sources zero ageing		1 Working Day / sample	
in the "Processing Time" column b. Wait for DOE- LATL's advice/notice for the issuance/releasing of Test Report/s. The client may also call DOE-LATL for	5.1.2 Electrical and photometric characteristics of Omni- directional light sources initial rating test with 100 hours ageing	Corresponding	5 Working Days / sample	
updates on the status of service.	5.1.3 2,000 hours lumen maintenance test for fluorescent lamps	fees should already have been paid in step 3 according to the type of appliance / testing /	91 Working Days / batch	Lab. Tech II / SRS, LATL
	5.1.4 Electrical and photometric characteristics luminaires	service requested	1 Working Day / sample	
	5.1.5 Electrical and photometric characteristics Roadway / Streetlights		1 Working Day / sample	
	5.1.6 Endurance Test – Supply Switching Test (SST)		6 – 18 Working Days / batch (No. of days is dependent on the rated life of the test sample)	
	5.1.7 Endurance Test		42 Working Days / batch	

[]	Tomporatura				
	 Temperature Cycling Test 				
	(TCT)				
-	5.1.8 LED		4574 050		
	lamps lumen		157 to 250		
	maintenance		Calendar Days		
	5.1.9 Electri				
	cal		7 Working		
	Measurements		Days/ sample		
	(Other Electrical				
-	Devices)				
	5.2 Prepare and generate Test				
	Report/s				
	5.3 Review and				
	Approve Test			Sr. SRS / Supv.	
	Report/s, and			SRS,	
	prepares			LATL	
	transmittal letter		3 Working		
	5.4 Approves and		Days	Chief SRS /	
	signs the transmittal letter			Director, LATL	
6. Claim Test Report	6.1 Test Report			LAIL	
and retrieve test	ready to be			Lab. Tech II /	
sample at DOE-LATL	released	None		SRS,	
	(Informs			LATL	
	/Notifies client)				
Performance Tests			Total Number of Days		
Electrical and photometri Omni-directional light sou			5 Working Days		
Electrical and photometri	ic characteristics		5 Working Dovo		
luminaires			5 Working Days		
Electrical and photometri Roadway/Streetlights	ic characteristics		5 Working Days		
	haractariation of Om				
Electrical a photometric of		11-	9 Calendar Days		
directional light sources i	initial rating test with		9 Calendar Day	5	
100 hours ageing					
Endurance Test – Supply Switching Test (SST)		Г)	10 to 22 Calendar Days		
Endurance Test – Temperature Cycling Test (TCT)			46 Calendar Days		
2,000 hours lumen maintenance test for fluorescent lamps			95 Calendar Days		
LED lamps lumen maintenance		4.5	7 to 250 Calendar		

Electrical Measurements (Other Electrical	7 Working Days/ sample
Devices)	



Issuance of Energy Performance Test Report for Appliance and Equipment

Tests, among others, are conducted in support of the National Government's ES&L program as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders. The scope of testing are air conditioners, refrigerators, clothes washing machines and television sets.

3. Submission of test sample/s to DOE- LATL	3.1 Receives test sample/s			Lab. Tech II / SRS / SRA, LATL
4. Payment of testing fee/s to DOE Treasury	4.1 DOE Treasury issues official receipt	 Testing of Air Conditioner Php 12,400.00 Testing of Clothes Washer Php 24,400.00 Testing of Refrigerator – Complete Test Php 24,400.00 Testing of Refrigerator – Partial Test Php 14,200.00 Ice Making Test (Optional) Php 8,000.00 Freezing Capacity (Optional) Php 8,000.00 Testing of Television Php 4,700.00 Testing of Cooking Stove Php 6,500.00 Witness Testing - Fixed Php 500.00 Witness Testing - Variable Php 500.00 	0.5 Working Day	Collection Officer, Treasury Division
5. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	5.1. Photocopies OR and other documents for filing	N / A		Lab. Tech II / SRS / SRA, LATL
 6. Wait for the completion of services of product being tested. Note: a. Please refer to the corresponding number of days in the "Processing Time" column b. Wait for DOE-LATL's 	6.1 Conducts the Energy Performance Test	Corresponding fees should already have been paid in step 4 according to the type of appliance / testing / service requested	 Testing of Air Conditioners – 1 unit per 1 working day Testing of Clothes Washer – 4 units per 7 working days Testing of Television – 4 units per 1 working day Refrigerator storage temperature 	Lab. Tech II / SRS / SRA, LATL

6.2 Prepares Test Report/s • Testing of Air Conditioners – 1 unit per 1 working day per unit Lab. Tech II / SRS / SRA, 6.3 Reviews / Approves the Test Result / Prepares the transmittal letter • Testing of Clothes Lab. Tech II / SRS / SRA, 6.3 Reviews / Approves the Test Result / Prepares the transmittal letter • Refrigerator storage SRS / Supervising SRS, LATL 7. Claim to DOE-LATL test report/s and retrieve test sample/s 7.1 Releases Test Reports 1 Working Day Chief SRS / Director, LATL 7. Claim to DOE-LATL test report/s and retrieve test sample/s 7.1 Releases Test Reports 0.5 Working Day Lab. Tech II / SRS / Supervising SRS, LATL 1 Working Day Chief SRS / Director, LATL 1 Working Day Chief SRS / Director, LATL 1 Morking Day 0.5 Working Jay SRS / SRS II /SRS I / SRS II 1 Appliance Total Number of Days Air Conditioner 5.5 Working Days 2 Felevision 12.6 Morking Days	advice/notice for the issuance / releasing of Test Report/s. The client may also call DOE- LATL for updates on the status of service.				test – 11 working days • Refrigerator energy consumption test – 16 working days • Refrigerator ice making test – 11 working days • Refrigerator freezing capacity test – 11 working days			
Approves the Test Result / Prepares the transmittal letter1 Working DaySRS / Supervising SRS, LATL6.4 Approves and signs the transmittal letter6.4 Approves and signs the transmittal letter1 Working DayChief SRS / Director, LATL7. Claim to DOE-LATL test report/s and retrieve test sample/s7.1 Releases Test Reports0.5 Working DayLab. Tech II / SRS I / SRS II / Sr. SRS, LATLMoneTotal Number of DaysAir Conditioner5.5 Working DaysTelevision5.5 Working Days					 Testing of Air Conditioners – 1 unit per 1 working day Testing of Clothes Washer – 2 working days per unit Testing of Television – 1 working days per unit Refrigerator storage temperature test – 2 working days 	SRS / SRA,		
signs the transmittal letterT Working DayDirector, LATL7. Claim to DOE-LATL test report/s and retrieve test sample/s7.1 Releases Test Reports0.5 Working DayLab. Tech II / SRS I/ SRS II / SRS I/ SRS II / SRS, LATLApplianceTotal Number of DaysAir Conditioner5.5 Working DaysTelevision5.5 Working Days		Approves the Test Result / Prepares the			•	Supervising SRS,		
test report/s and retrieve test sample/s Reports None 0.5 Working Day Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Appliance Total Number of Days Air Conditioner 5.5 Working Days Television 5.5 Working Days		signs the transmittal letter			-	Director,		
Air Conditioner5.5 Working DaysTelevision5.5 Working Days	test report/s and		None		-	SRS I / SRS II / Sr. SRS,		
Air Conditioner5.5 Working DaysTelevision5.5 Working Days	Appliance				tal Number of	Days		
Television 5.5 Working Days								
	Clothes Washer					12.5 Working Days		
Refrigerator 21.5 Working Days	-							



Energy Research Testing and Laboratory Services (Geoscientific Research and Fuel Testing Laboratory)

Internal Services



Issuance of Geological / Chemical Laboratory Test Report

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

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)			
Classification:	Highly Technical			
Type of Transaction:	Government-2-Gov	ernment		
Who May Avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO			
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SEC	URE
1. GRFTL-SF-2			L Office of the Div	vision Chief
2. Customer Feedback Fo	orm	GRE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of samples and receipt request (GRFTL-SF- 2).	 1.1 Reviews / checks the correctness of the filled-out request form 1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis. 	N / A	0.5 Working Day	Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory Section Note: > Geothermal Coal Section -coal and geothermal water samples > Processed Fuels Section - petroleum and biofuel samples > Geology Section- rock samples > Oil and Gas Section - geothermal

					gas, biogas or synthesis gas
2. Issuance of Work Order (GRFTL-SF-3)	2.1	Dispatches the GRTFL-SF-3 to the assigned GRFTL Section	None	0.5 Working Day	GRFTL Staff & Chief SRS, GRFTL
 3. Analysis of Sample a. Conduct of Sample Preparation / Testing / Analysis (<i>Refer to</i> <i>page 3</i>) b. Preparation of Results of Analysis 	3.1	Endorses the Transmittal Letter and Test Report to GRFTL Chief SRS		10 Working Days	GRFTL Staff and GRFTL Chief SRS GRFTL
4. Endorsement of Transmittal Letter and Test Report to ERTLS Director		Affixes initial of supervisor of the concerned unit and GRFTL Chief SRS and signature of the ERTLS Director to the Transmittal Letter	None	1 Working Day	ERTLS-OD, ERTLS
5. Release of Test Report	5.1	Receives copy acknowledged by the customer			
Total Number of Days12 Working Days					

Note: *CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS:

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12	additional 3 days for every 3 samples in excess of
samples)	12 samples
PNS Test for B100 (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for E100 (30 samples)	additional 3 days for every 9 samples in excess of 30 samples
PNS Test for Fuel Oil (Industrial)) (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for Gasoline (10 samples)	additional 3 days for every 5 samples in excess of 10 samples
PNS Test for Kerosene (30 samples)	additional 3 days for every 9 samples in excess of 30 samples
Non-PNS Test for Diesel (40 samples)	additional 3 days for every 10 samples in excess of 40 samples
Non-PNS Test for Gasoline (40 samples)	additional 3 days for every 10 samples in excess of 40 samples
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (10 samples per batch)	additional 2 days for every 5 samples in excess of 10 samples
Proximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
Proximate Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 4 samples in excess of 8 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
(For batch analyses without sample preparatio days)	n, testing may be completed earlier than 10 working
Complete Ion Analysis (10 samples)	additional 5 days for every 5 samples in excess of 10 samples
Oil and Gas Section	
Analysis of Crude Oil (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Analysis of Natural Gas / Biogas (20 samples)	additional 3 days for every 5 samples in excess of 20 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 (10 samples)	additional 3 days for every 3 samples in excess of 10 samples
PNS Test for B100: GC Analysis (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for E100: GC Analysis (20 samples)	additional 3 days for every 5 samples in excess of 20 samples

Analysis of Liquefied Petroleum Gas (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Geology Section	
Micropaleontological and Petrographic Analysis	*Minimum of 10 working days per every one (1) sample. Duration of analysis will depend on the condition of the samples received.

Remarks: Upon the occurrence of any force majeure event, the laboratory shall promptly inform the customer specifying the cause of delay of sample analysis in accordance with GRFTL Communication *Plan.*

INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES

(ITMS)



SUMMARY

Information Technology and Management Services (ITMS)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERN	AL SERVICES	
In	formation Data Management	Division (IDMD)	
1.	Provision of Energy Data & Information	0.5 Working Day	Simple
2.	Provision of Energy Data & Information (Researchers / Investors)	3 Working Days	Simple
3.	Provision of Energy Data & Information (SERVICE CONTRACTORS)	3 Working Days	Simple
In	formation Services Division	(ISD)	
1.	Provision of Cartographic, Infographic and Other Maps	3 Working Days	Simple
2.	Provision of Geomatics Information and Services	3 Working Days	Simple
3.	Technical Evaluation of Small-Scale Coal Mining (SSCM) Application Area	3 Working Days	Simple
4.	Conduct / Technical Evaluation / Approval of Coal Block Boundary Survey	20 Working Days	Highly Technical
	INTERNA	AL SERVICES	
In	formation Data Management	Division (IDMD)	
1.	Provision of Energy Data & Information Thru the DOE Library	0.5 Working Days	Simple
2.	Provision of Energy Data & Information Thru Energy Data Center (DOE Employees)	0.5 Working Days	Simple
In	formation Technology Divisi	on (ITD)	
1.	Provision of ICT-related Support Services	3 Working Days	Simple
2.	Uploading / Posting of Energy Information thru the DOE Website / Portal	3 Working Days	Simple



Information Technology and Management Services (Information Data Management Division)

External Services



Provision of Energy Data & Information

IDMD provides energy data and information in the library to researchers and academe for their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:	Information Data Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Academe and Researchers			
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE			
1. Filled-out data reques	t form	Department of Energy Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Data Request Form	1.1 Approves the request form		0.5 Working Day	Division Chief, IDMD
Total Number of Days0.5 Working Day				



Provision of Energy Data & Information (RESEARCHERS / INVESTORS)

IDMD provides energy data and information to researchers, academe and investors for their research and project recommendations through their evaluation and assessment on their particular study and or for energy exploration and development.

Office or Division	Office or Division: Information Data Management Division (IDMD)					
Classification:		Simple Trans	saction			
Type of Transacti	on:	Government-	-2-Citizen / Business			
Who May Avail:		Academe / R	esearchers /	Investors		
CHECKLIST OF	REQUI	REMENTS	WHERE TO SECURE			
1. Letter of reques				Letter from clie	ent	
2. List of data requ		Search List		I provide Listings "Search List" gen EDCP databas	of available data erated from the	
3. Filled-out data r	equest fo	orm		provide compute Form generated f database		
 Receipt of paym Signed Terms a Transmittal 		itions/	Client to pay at Treasury Division EDCP will prepare the Terms and Conditions / Transmittal.			
6. Student / Resea Research Study		ubmission of	Client to submit copy of the Research study/Thesis			
CLIENT STEPS	AGEN	CY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit letter request						
2. Select data from the Search List	the ger the	CP provides Search List nerated from EDCP abase.			EDCP Staff	
3. Fill-out Data Request Form	app Chi con divi GE or f aut rep	ve the request proved by the ef of the scerned sion (PRDD, MD, CNMD) his/her horized resentative pending on the		1 Working Day	Division Chiefs, IDMD and PRDD or CNMD or GEMD or HOEMD	

	Research Study/Thesis			the research/study	
6.	Submit			data items (2 weeks) 3 months after	
				3-50 data items (3-5 days) More than 50	
		Prepares the data		1-2 data items (within the day)	EDCP staff
	confidentiality / conforme	Confidentiality / Terms and Conditions and or Transmittal			IDMD Division Chief, Supervising SRS
5.	<i>Data fees are waived.</i> Sign	5.1 Approves the			Director – ITMS,
	Note (For students):		Schedule of Fees and Charges		EDCP Staff
4.	Pay data fees and charges	4.1 Prepares Order of Payment			
		type of data requested, and by the Chief of IDMD or his duly authorized representative.			



Provision of Energy Data & Information (SERVICE CONTRACTORS)

IDMD provides energy data and information to investors and stakeholders of the energy sector for their geological analysis and translation for energy resource exploration and development.

Office or Division	:	Information Data Management Division (IDMD)				
Classification: Simple Trans			saction			
Type of Transaction: Government			-2-Business			
Who May Avail:		Service Contractors				
CHECKLIST OF	REQUI	REMENTS WHERE TO SECURE			URE	
1. Letter of reques		Os en ek list	. 1	to submit letter re		
2. List of data requ	lested or	Search List		I provide Listings "Search List" gen EDCP databas	erated from the	
3. Filled-out data r	equest fo	orm	EDCP shall provide computer-generated Data Request Form generated from the EDCP database			
4. Receipt of paym 5. Signed Terms a		itions /	Client to pay at Treasury Division EDCP will prepare the Terms and Conditions /			
Transmittal			Transmittal.			
				Indiferential		
CLIENT STEPS	AGEN	CY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE	
CLIENT STEPS 1. Submit letter request	AGEN	CY ACTIONS		PROCESSING		
1. Submit letter	2.1 ED0 the ger the data	CP provides Search List herated from EDCP abase. ve the request		PROCESSING		

		type of data requested, and by the Chief of IDMD or his duly authorized			
4.	Pay data fees and charges	4.1 Prepares billing or Debit Note / Order of Payment	Schedule of Fees and Charges		Supervising SRS EDCP staff
5.	Sign confidentiality / conforme	5.1 Approval of the Confidentiality / Terms and Conditions and or Transmittal			Director – ITMS, IDMD Div. Chief, Supervising SRS
		Preparation of data		1-2 data items (within the day)	EDCP staff
				3-50 data items (3-5 days)	
				More than 50 data items (2 weeks)	
Tot	tal Number of D	Days		3 Working Days	



Information Technology Management Services (Information Services Division)

External Services



Provision of Cartographic, Infographic and Other Maps

The Infographic Section provides cartographic information and service for the DOE Bureaus, Services and Units.

Office or Division:	Information Services Division (ISD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Citizen				
Who May Avail:	Academe or Out	Academe or Outside Clients			
CHECKLIST OF REC	QUIREMENTS	NTS WHERE TO SECURE			
1. Letter of request	Letter from the requesting bureau or clie			ureau or client	
 Filled-out Pro-forma Te Conditions 	erms and				
3. Receipt of payment	eipt of payment				
CLIENT STEPS AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit letter 1.1 Pi from client	rocess request	Cost of reproduction	3 Working Days	Staff, Infographics Section	
Total Number of Days		-	3 Working Days		



Provision of Geomatics Information and Services

The Geomatics Section provides geographic information of all energy application and contract areas.

Office or Division:	rvices Division (ISD)					
Classification:	ction					
Type of Transaction:	Type of Transaction: Government-2-			Citizen		
Who May Avail:	utside Clients	utside Clients				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1. Letter of request		Letter from the requesting bureau				
2. Filled-out Pro-forma Terms and Conditions						
CLIENT STEPS AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit letter 1.1 Pro from client	cess request	Cost of reproduction	3 Working Days	Staff, Geomatics Section		
Total Number of Days		3 Working Days				



Technical Evaluation of Small-Scale Coal Mining (SSCM) Application Area

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts of the same resource.

Office or Division:		Information Services Division (ISD)			
Cla	ssification:	Simple Transaction			
Туј	be of Transaction:	Government-2-Business			
Wh	o May Avail:	Small-Scale Coal Mining (SSCM) Applicants			
	CHECKLIST OF RE		WHERE TO SECURE		
1.	 Survey / Location plan of the applied small- scale coal mining permit area signed and sealed by geodetic engineer. (Corner boundary monuments set on the ground) 		To be conducted and prepared by a licensed Geodetic Engineer.		
2.	Lot data computation or small-scale coal mining		To be conducted and prepared by a licensed Geodetic Engineer		
3.	Cadastral Survey of the place where the lot is located.		DENR		
4.	Tax declaration of the applied area.		Local government unit where applied area is located		
5.	If the applicant is not the landowner, a notarized agreement between the applicant and landowner should be submitted in the application.		Applicant and landowner		
6.	Geographic and Grid Coordinates of the tie point used in the actual land survey of the applied area issued by Department of Environment and Natural Resources DENR.		Land Management Bureau / DENR		
7.	Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer, Certificate of Geographic and Grid Coordinates of the tie point used in the actual land survey issued by DENR.		To be provided by GE who conducted the project survey		
8.	Certified True Copy of I (TCT/OCT) from Regist Registration Authority (try of Deeds-Lan	Registry of Deeds where applied area is covered		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant to submit complete requirement	1.1 Check and process requirements	None	3 Working Days	Staff, Geomatics Section
Total Number of Days		3 Working Days		



Conduct / Technical Evaluation / Approval of Coal Block Boundary Survey

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts of the same resource.

Office or Division:		Information Services Division (ISD)			
Cla	ssification:	Highly Technical Transaction			
Тур	e of Transaction:	Government-2-Business	overnment-2-Business		
Wh	o May Avail:	Coal Operating Contract (COC) Applicants			
	CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
1.	Survey report, transm	ittal of survey returns	To be prepared by a licensed Geodetic Engineer		
2.	Copy of Geodetic Eng PTR	gineer's current registration and	To be provided by GE who conducted the project survey		
3.	and Geodetic Survey	ds Management Bureau/Coast Department of the geographic as of the tie-points used	Land Management Bureau / DENR		
4.		Coast and Geodetic Survey valuation of the survey results	Land Management Bureau / DENR		
5.	Certification of GPS calibration and registration		To be provided by GE who conducted the project survey		
6.	Certificate of transit inspection and tape inspection		To be provided by GE who conducted the project survey		
7.	Fieldnotes and plans		To be provided by GE who conducted the project survey		
8.	Computation for azimuth for latitude of observation and convergence correction of azimuth		To be provided by GE who conducted the project survey		
9.	Coordinate conversion of principal corners and other tie points		To be provided by GE who conducted the project survey		
10.	Traverse, setting and area computations		To be provided by GE who conducted the project survey		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant to submit complete requirement	1.1 Check and process requirements	Field verification survey – Php average salary ITO II to Carto 3/man/day	20 Working Days	Staff, Geomatics Section
		Verification of survey returns		
		Survey plan – Php 600.00 /plan Fieldnotes, computations - Php 15.00 /sheet		
Total Number of I	Days		20 Working Days	5



Information Technology Management Services (Information Data Management Division)

Internal Services



Provision of Energy Data & Information thru the DOE Library

IDMD provides energy data and information in the library to researchers and academe for their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division:	Information Data Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Academe or Outside Clients			
CHECKLIST OF R	WHERE TO SECURE			
1. Filled-out data request form		Department of Energy Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Data Request Form	1.1 Approval		0.5 Working Day	Division Chief, IDMD
Total Number of Days	Total Number of Days0.5 Working Day			



Provision of Energy Data & Information thru Energy Data Center (DOE Employees)

IDMD provides energy data and information to DOE employees their research and project recommendations through their evaluation and assessment on their particular study.

Office or Division: Information Da			Information Data M	lanagement	Division (IDMD)		
Classification: Simple Transac		Simple Transaction	. ,				
Type of Transaction: Government-2-Gov							
			DOE employees				
•••		DE					
1.	CHECKLIST OF List of data request				WHERE TO SEC	JURE	
1. 2.	Filled-out Data Req			Energy Data Center of the Philippines (EDCP)			
2. 3.	Signed Transmittal	uesi	. FOIIII	Energy Da	ta Center of the Ph	illippines (EDCP)	
5.							
	CLIENT STEPS	4	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Select data from the Search List	1.1	EDCP shall provide the Search List generated from the EDCP database.			Staff, Energy Data Center of the Philippines	
2.	Fill-out Data Request Form	2.1	Have the request approved by the Chief of the concerned division or his/her authorized representative from Petroleum Resources Development Division (PRDD), Geothermal Energy Management Division (GEMD),		0.5 Working Day	Division Chiefs, IDMD and PRDD or CNMD or GEMD	



Information Technology Management Services (Information Technology Division)

Internal Services



Provision of ICT-related Support Services

Provide ICT-related support services and solutions (e.g. internet connectivity, email issues, forgotten passwords, diagnose software faults, IS/DB concerns and more) to DOE Bureaus, Field Offices, Services and Units for smooth delivery of government services.

Office or Division:	Information Technology Division (ITD)				
Classification:	Simple Transaction	Simple Transaction			
Type of Transaction:	Government-2-Gove	ernment			
Who May Avail:	Requesting DOE Bu	reaus, Servic	es and Units		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Call the ITD local number 385 or 359 and provide the necessary personal information and area of concern (Report thru e- Ticketing Software/Customer Service Report Online System) 	 1.1 Receiving frontline staff shall refer your call to the concerned section / IT staff 1.2 Analyze and answer your query by getting the details. Depending on the complexity of the issue a remote access or site visit may be needed to diagnose and resolve the technical ICT system with issues 1.3 Record call transactions by accomplishing Service Report 	None	1 Working Day (1 – 2 Working Days for complex issues)	Staff, Information Technology Division	

	form or using e- Ticketing System		
2. For site visit, show to IT staff the ICT system with problem	 2.1 Visit the office and troubleshoot and try to resolve issues of the reported ICT system problem 2.2 In case problem is resolved, inform client 		Staff, ITD
3. Sign the Service Report form for resolved issues/concern	3.1 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-Govern	nment		
Who May Avail:	Requesting DOE Bure	eaus, Se	rvices and Units	
CHECKLIST OF RE	QUIREMENTS		WHERE TO S	ECURE
 Letter of request for posting emailed) with proof of clea the OSEC/USEC/ASEC/D Copy of data requested for digital or PDF format and graphics/pictures/flash vid 	arance/approval from <u>Director (original copy)</u> or posting, preferably in approved copy of			Offices
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submit approved Letter of request for posting to ITMS-OD. Notes: With written request, please approach a frontline staff that will receive your request / data and/or refer you to the person in charge of uploading energy information through the DOE website. Clients may send their requests through email hermie.ariola@doe.gov.ph 		None	1 Working Day	Staff, ITMS-OD

cc: jerry.ritual@doe.gov.ph and proceed to Step No. 2				
	1.2 Endorse the request to the concerned division (ITD)			ITMS, Director
 Provide the necessary data and information (see No. 2 of the above checklist of requirements) 	2.1 Acknowledge receipt of request, and forwards to the ITD Chief / Assistant Chief	None	2 Working Days	Staff, ITMS-OD
	2.2 Review and endorse request to technical staff			Chief/Assistant Chief, Information Technology Division
	2.3 In case data received is in analog format, convert to digital data			Staff,
	2.4 Create, edit, and publish web contents			ITD
	2.5 Upload web resources (e.g. PDFs and images)			
Total Number of Days 3 Working Days				

ADMINISTRATIVE SERVICES

(AS)



SUMMARY

Administrative Services (AS)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION				
	EXTERNAL SERVICES						
R	Records Management Division (RMD)						
1.	Authentication of Documents	0.75 Working Day	Simple				
Н	uman Resource Manageme	nt Division (HRMD)					
1.	Recruitment Procedure	60 Working Days	Highly Technical				
т	reasury Division (TD)						
1.	Collection of Fees and Charges	0.2 Working Day	Simple				
2.	Disbursement of Fund	2.84 Working Days	Simple				
Sι	upply and Property Manager	nent Division (SPMD)					
1.	DOE Inspection and Acceptance of Newly Acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation or Development Assistance	5 Working Days	Simple				
2.	DOE Disposal of Unserviceable Properties thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools or State Universities	19 Working Days	Highly Technical				
	INTER	NAL SERVICES					
R	ecords Management Divisio	on (RMD)					
1.	Numbering and Monitoring of DOE Issuances	1 Working Day	Simple				
2.	Messengerial Delivery Service	1 Working Day	Simple				
3.	Numbering of Travel Order / Special Assignment	1 Working Day	Simple				
4.	Mailing / Postal Services	1.25 Working Day	Simple				
5.	Publication of DOE Issuances a. 1-3 pages b. 4-5 pages c. 6-10 pages d. 11 pages and more	5.38 Working Days 6.38 Working Days 7.38 Working Days 9.38 Working Days	Complex				
Η	uman Resource Manageme	nt Division (HRMD)					
1.	Filing of SALN	0.36 Working Day	Simple				
2.	GSIS, PAG-IBIG, and PHILHEALTH	3 Working Days	Simple				

3.	Payment for Overtime Services	3.57 Working Days	Simple			
4.	Provident Fund	6 Working Days	Complex			
5.	Strategic Performance Management System (OPCR/IPCR)	10 Working Days	Complex			
6.	Training and Development Process and Procedure	13 Working Days	Complex			
7.	Terminal Leave	16.22 Working Days	Highly Technical			
8.	Program on Awards and Incentives for Service Excellence (PRAISE)	18 Working Days	Highly Technical			
9.	Magna Carta	16 Working Days (Part I)	Highly Technical			
Ρ	rocurement Management Di	20 Working Days (Part II) vision (PMD)				
1.	Request for Certification of various PMD Documents	0.17 Working Day	Simple			
2.	Numbering and Monitoring of Purchase Requests	1 Working Day	Simple			
3.	Request for Inclusion in Supplemental APP	2.29 Working Days	Simple			
4.	Alternative Methods of Procurement (AMP Sec. 53.9 - Small Value Procurement, AMP 53.10-Lease of Real Property or Venue)	4.14 Working Days	Simple			
5.	Public Bidding	11.40 Working Days	Complex			
S	upply and Property Manage	ment Division (SPMD)				
1.	DOE Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment	4 Working Days	Simple			
2.	DOE Inspection and Acceptance of Newly Acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation or Development Assistance	5 Working Days	Simple			
3.	DOE Officials and Employees Property Accountability	6 Working Days	Simple			
4.	DOE-wide Agency Procurement Request (APR)	14 Working Days	Complex			
5.	DOE Annual Physical Inventory of Property, Plant and Equipment	48 Working Days	Highly Technical			
T	reasury Division (TD)					
1.	Collection of Fees and Charges	0.2 Working Day	Simple			
2.	Disbursement of Fund	2.84 Working Days	Simple			
3.	Petty Cash	0.44 Working Day	Simple			
G	General Services Division (GSD)					
1.	Engineering Maintenance (AVR Reservation)	0.31 Working Day	Simple			

2.	Request for Additional Janitorial Services	1.19 Working Day	Simple
3.	Transportation and Logistics	1.19 Working Day	Simple
4.	Engineering Maintenance (Plumbing, Electrical, Civil Works, Carpentry, Aircon Maintenance)	3.31 Working Day	Simple



Administrative Services (Records Management Division)

External Services



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 R (as appli	EQUIREMENTS cable)		WHERE TO SE	CURE	
 Endorsement Letter fr originator 	om the document				
2. Request letter from cli	ent				
3. Official Receipt			DOE – Treasury I	Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
request	1.1 Receive endorsement of request from concerned Bureau/Service/Off ice 1.2 Check if the		0.25 Working Day	Staff, RMD	
	requested document is in the custody of RMD. 1.3 If available, pull out the requested document and inform the requesting party	None		Records Officer, RMD	
	1.4 If not available, inform the concerned Bureau/Service/Off ice or the requesting party			Staff,	
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)	None		RMD	

Total Number of Days		0.75 Working Da	у
3. Receive Registry Return Receipt (RRR).	requesting party that the document is ready for pick-up 3.1 Release the documents to the requesting party or his/her authorized representative	0.25 Working Day	Staff, RMD
	the requested document2.4Inform the		
	2.3 Stamp, initial and forward to the certifying authority		Records Officer, RMD
	requested document according to the request of the requesting party	0.25 Working Day	
2. Pay necessary fees as stated in the Order of Payment	 1.6 Inform the requesting party of the amount to be paid for the requested document 2.1 After payment, inform the requesting party when the documents will be available 2.2 Reproduce the 		



Administrative Services (Human Resource Management Division)

External Services



Recruitment Procedure

This applies to transactions done for the Recruitment Process in the DOE

Office or Division:	Human Resource	Human Resource Management Division (HRMD)			
Classification:	Highly Technical	Highly Technical Transactions			
Type of Transaction:	Government-2-Go	Government-2-Government / Government-2-Citizen			
Who May Avail:	External applicant	ts; Interna	al applicants (DOE	E employees)	
CHECKLIST OF R	EQUIRMENTS		WHERE TO SE	ECURE	
 Refer to Guidelines of DOE website 	Application in the	Downlo	oadable Forms ava website	ilable in the DOE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	. Publication of vacant positions		10 Working Days	Human Resource Management Assistant	
	Assessment Note: Submission of complete application documents must be on or before the set deadline. (see Application Guide or ISO Form: DOE-AS- HRMD-QF-R14)	None	25 Working Days	HRMA / Human Resource Management Officer III / HRMO IV, HRMD	
3	 Preparation and review of referral memorandum and assessment of qualified applicants 		5 Working Days	HRMA / HRMO III / HRMO IV / HRMO V, HRMD	
4	Final approval of the AS Director		3 Working Days	Director, Administrative Services	
5	End-User Evaluation		12 Working Days	End-User Evaluation Committee	

6.	Verification of submitted documents from End-User	2 Working Days	HRMO III, HRMD
7.	Pre-HRMPSB deliberation and final review of assessment	1 Working Day	Director, AS HRMPSB Secretariat
8.	HRMPSB deliberation meeting	1 Working Day	HRMPSB
9.	Job Offer and pre-employment requirements	1 Working Day	HRMO III, HRMD Successful Applicant
Total Number of Days		60 Working Days	

*Prescribed duration for publication of vacant position by the CSC 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)



Administrative Services

(Treasury Division)

External Services



Collection of Fees and Charges

Collected Fees and Charges for Technical Services and Production/Government share from various contractors

Office or Division					
Office or Division:	Treasury Division				
Classification:	Simple Transaction	Simple Transaction			
Type of Transaction:	Government-2-Government / Government-2-Citizen				
Who May Avail:	External / Internal C	lients			
CHECKLIST OF RE	EQUIREMENTS	۱	WHERE TO SEC	CURE	
1. Order of Payment		Co	ncerned Division	/ Bureau	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Payment from Concerned Division/Bureau	1.1 Check the Validity of Order of Payments, Assessment Slip against Fees and Charges	TEC Fees Laboratory Fee Application Fee	2 – 3 minutes	Admin Officer I, Treasury Division	
	1.2 Issue Official Receipt for the Payment Received	Permit Fee Lab Testing	2 – 3 minutes	AO I / AO V, TD	
	1.3 Indicate cost of postage based on the rates given by PHILPOST	Fee Inspection Fee Endorsemen t Fee Ack. Fee Certificate of Compliance Fee Signature Bonus Interest Income	2 – 5 minutes	AO I, TD	

Total Number of Days	0.02 Working Day	
	Retention Fee	
	of TCF Accreditation Fee	
	Remittance	
	Bidding Documents	
	Bid / Performance Bond	
	/ Production Share	
	Fines and Penalties Government	
	Registration Fee	
	Reproductio n Fee	
	Transfer / Assignment of Contract	
	Excess Cash Advance	
	Fee Refund of	
	Printing / Publication	
	Rental Fees	
	Processing Fee	
	Data Retrieval Fee	



Disbursement of Fund

Disbursement of Funds representing payment to suppliers, service providers, salaries and other remuneration of DOE Officials and employees, vehicle registrations, insurance, remittances to GSIS, Philhealth, PAGIBIG & NHMFC, refund of performance bond, provident loan and other obligations

Office or Division:	Treasury Division (TD	Treasury Division (TD)		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen / Government-2-Business			
Who May Avail:	External Clients			
CHECKLIST OF F	REQUIREMENTS	V	WHERE TO SEC	URE
1. Signed LDDAP-ADA / Disbursement Vouche	EMDS and Approved (INC)		Accounting Divis	ion
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Signed LDDAP-ADA & EMDS, Approved DV from Accounting Division 	1.1 Receive & encode prepared LDDAP- ADA and/or EMDS to Check Monitoring System (CMS)		1 minute	Clerk III / Job Orders, TD
	1.2 Verification of the correctness of LDDAP-ADA, EMDS & DV	Suppliers	30 minutes	Admin Officer III, Treasury Division
	1.3 Check and validate the entered details per DV in the CMS 2x	Service Providers Utilities	30 minutes	
	1.4 Prepare Advice of Check Issued & Cancelled (ACIC) & Billerdes for PLDT & Globe payment	Rental Other Operating Expenses	30 minutes	AO III / AO V, TD
	1.5 Review the correctness of LDDAP-ADA, EMDS & ACIC		30 minutes	AO V, TD

	1.6 Deduct the validated LDDAP- ADA / EMDS from NCA Balance		15 minutes	
	1.7 Signing of LDDAP- ADA/EMDS of Chief, Treasury Division and Countersigning Official		1 Working Day	Chief / Countersigning Official, TD
	1.8 Sort of original and copy of ACIC & LDDAP and submit to LBP		2 hours	Clerk III / Job Orders,
2. Approved DVs from Accounting Division	2.1 Receive and encode duly approved DV to CMS	LTO	15 minutes	TD
	2.2 Preparation of Check	Registration	30 minutes	AO III / AO V, TD
	2.3 Preparation of ACIC	Insurance of Vehicle &	15 minutes	AO III, TD
	2.4 Encode/Validate DV and check issued to CMS 2x	Remittances	30 minutes	AO III / AO V, TD
	2.5 Review the correctness of check and ACIC	to PAGIBIG, NHMFC	30 minutes	AO V,
	2.6 Deduct the amount from NCA balance	 Skycable Refund of 	30 minutes	TD
	2.7 Signing of Check and ACIC of Chief, Treasury Division and Countersigning Official	Performance	1 Working Day	Chief / Countersigning Official, TD
	2.8 Sort of original and copy of ACIC and submit to LBP	Platts	2 hours	Clerk III / Job Orders,
	2.9 Release of Check		1 minute	TD
Total Number of Day	S	2.	.84 Working Da	ys



Administrative Services (Supply and Property Management Division)

External Services



DOE Inspection and Acceptance of Newly Acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation or Development Assistance

Office or Division:	Supply and Property I	Managem	ent Division (SP	'MD)
Classification:	Simple Transaction	Simple Transaction		
Type of Transaction:	Government-2-Citizer	ו		
Who May Avail:	External Clients			
CHECKLIST OF R	EQUIREMENTS		WHERE TO S	ECURE
		Supply	and Property Mar (SPMD)	nagement Division)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Coordinate with the SPMD on the schedule of delivery. 	1.1 Inspect delivered items in accordance with approved quantity and in conformity to specifications based on the approved Contract upon the request of the end-user		2 Working Days	
	1.2 If the items delivered conforms, Inspection and Acceptance Report (IAR) shall be prepared	None	2 Working Day	Supply / Property Officer
	1.3 If not in conformity with Purchase Order or contract requirements the delivered items shall be returned to the supplier for compliance		Immediately upon delivery of non- compliance	

	1.4 Submit to Supply and Property Management Division the inspected items that are in compliance to the contract.	Within the delivery period specified in the contract	Supplier
	1.5 Submit Notice of Delivery to Commission on Audit and Procurement Management Division for items procured thru Purchase Order or Contract.	1 Working Days	Supply/ Property Officer
Total Number of Days		5 Working Days	5



DOE Disposal of Unserviceable Properties thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools or State Universities

Office or Division:	Supply and Property I	Managem	ent Division (SPN	/ID)
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Client			
Who May Avail:	Other Government Er	ntities / LG	GUs / SUCs / Sch	ools
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
 Disposal by Donation or other government entities Units (LGUs), Schools and 	s, Local Government	Supply	and Property Mana (SPMD)	gement Division
CLIENT STEPS	AGENCY ACTIONS			PERSON RESPONSIBLE
 Letter of intent or request for any available unserviceable or working Property Plant & Equipment (PPE) for donation addressed to the Secretary. 	1.1 Prepare Inventory and Inspection Report of Unserviceable Property (IIRUP) derived from Return to Store (RTS) and memo to Commission on Audit (COA) for Inspection	None	5 Working Days	Supply / Property Officer
	1.2 Seeks approval of the Disposal Committee through preparation of the following documents		2 Working Days	Supply / Property Officer and Disposal Committee
	1.2.1 Donation Approval Report		1 Working Day	Secretariat

	 1.2.2 Memo to the Secretary for approval of Disposal by Donation thru the Disposal Committee Chairman 1.2.3 Prepare Deed of Donation (DOD) as reviewed by Legal 	1 Working Day 2 Working Day	
	Services. 1.3 Inform the Donee that the Deed of Donation (DOD) is ready for signature by the Donee and its witness and for notary of DOD and for signature also of Property Transfer Report (PTR) to affect the transfer of PPE from Department of Energy to Donee	5 Working Days	Supply / Property Officer
	1.4 Prepare Property Gate Pass (PGP) for items to be pulled-out duly approved by the Director, Administrative Services	1 Working Day	
	1.5 Assist the Donee for the inspection, hauling and pull- out of the items donated upon agreed schedule and the approved Property Gate Pass.	2 Working Days	Supply / Property Officer and the Donee
Total Number of Days		19 Working Days	5



Administrative Services (Records Management Division)

Internal Services



Numbering and Monitoring of DOE Issuances

Office or Division:	Records Manageme	nt Division		
	•	•		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE			
CHECKLIST OF RE (as applic	cable)		WHERE TO SE	ECURE
 Issuance signed by Se dry seal and date sign 				
2. Complete attachment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
original copy of issuance	 1.1 Check the completeness as to signature, barcode, dry seal, date signed, page number and attachment/s 1.2 Assign number 			Records Officer, RMD
issuance	 2.1 Provide / Disseminate copy to concerned personnel 2.2 Prepare memoranda for posting in the DOE Website 2.3 Encode details of issuance in the database 	None	1 Working Day	Staff, RMD
	2.4 Create folder for safekeeping			Records Officer
Total Number of Days 1 Working Day				



Messengerial Delivery Service

Office or Division:	Records Management Division (RMD)			
			ייערואר)	
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Gove	ernment		
Who May Avail:	Bureaus / Services /	Offices o	f DOE	
CHECKLIST OF RE (as applic	•		WHERE TO SE	CURE
1. Filled-up Request for I Service		DOE	– Records Manag	ement Division
 Complete details in the (Recipient, Company a Correct and complete 	and Correct Address)		Concerned Em	ployee
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID FEES PROCESSING TIME RESPONSIB		
delivered with Attached Request RMD Form No. 1 at the RMD Office (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 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 1.3 Sort mails according to destination and put these in the destination box 	None	1 Working Day	Records Officer, RMD

accomplish RMD Form No. 1(a) in duplicate. One (1) copy to be submitted to the RMD Records Officer and one (1) copy to be used as a guide in delivery of mails. 1.5 Deliver the Mails according to their scheduled day of dispatching 1.6 Check if all mails are delivered and properly acknowledged 1.7 If there are mails not received, check the RMD Form No. 1 the reason for non- delivery		1.4 Droporty		
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No. 1(a) for reference				
reference				
Total Number of Days 1 Working Day		reierence		
	Total Number of Days		1 Working Day	



Numbering of Travel Order / Special Assignment

Office or Division:	Records Managemen	t Division (RMD)	
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Govern	nment		
Who May Avail:	Bureaus / Services / 0	Offices of D	OE	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE
1. Four (4) copies of the Assignment (original c	Travel Order / Special copy included)			
 Copies of the Travel C Assignment should be photocopied 	properly and neatly			
 Travel Order / Special signed by the Bureau Secretary / Undersecr Secretary 	Director / Assistant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Endorse Travel Order Special Assignment to the designated RMD staff 	1.1 Receive and check if the requirements are complete			
	1.2 Assign the appropriate number for the Travel Order / Special Assignment (number generated from logbook)	None	1 Working Day	Staff, Records Management Division
	1.3 Collate copies obtained for COA, HRMD and RMD			
	1.4 Route the copies obtained for COA and HRMD to their respective offices			

1.5Scan and encode Travel Order / Special Assignment in Microsoft Access Database1.6Properly file the RMD copy for	
reference	
Total Number of Days	1 Working Day



Mailing / Postal Services

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	All Bureaus / Offices / Division			
Receipt (Blue Co 3.2 Express Mail - P (White & Orange 3.3 Foreign Destination	cable) ostal Form - Registry Return olor) Philpost Express Form e Color) tion - Advice of		WHERE TO S	ECURE
Color) 3.4 Domestic Parcel	ery/of Entry (Pink I - Philpost Domestic ue and White Color)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
designated RMD Staff	 1.1 Receive and check if the requirements are complete 1.2 Sort and weigh mails according to type of postal service and destination 1.3 Indicate cost of postage based on the rates given by PHILPOST 1.4 Stamp Indicia in the envelope as required by PHILPOST 1.5 Encode in the Mailing List the 	None	1 Working Day	Staff, Records Management Division

	required information			
	 1.6 Prepare the Certificate of Mailing 1.7 Deliver Mails to Post Office 1.8 File the Request form, Mailing List and Certificate of Mailing for Reference 1.9 Update Postage Account Utilization 			
2. Receive Registry Return Receipt (RRR).	Report 2.1 Forward to the concerned unit the duly acknowledge (RRR)			
	2.2 In case of Return to Sender (RTS) mails, the Records Officer shall properly coordinate with concerned Unit/Bureau and return it to them		/orking ay	Staff, RMD
Total Number of Days	Total Number of Days1.25 Working Day			iy



Publication of DOE Issuances

Office or Division:	Records Management Division (RMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	Bureaus / Services / Offices of DOE				
CHECKLIST OF R (as appli			WHERE TO SECURE		
1. Memorandum Reques			Requesting L	Init	
2. Final and Official Soft	Copy of the Issuance				
3. Terms of Reference			Records Managen	nent Unit	
 Quotations from the P Matrix of Quotations 	ublishing Companies				
	romont Plan with				
 Copy of Annual Procu Request for Services 		Pro	curement Managen	nent Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
publication of DOE Issuance	 1.1 Receive request 1.2 Email the issuance or quotation a. 1-3 pages b. 4-5 pages c. 6-10 pages d. 11 and more pages e. Cut-off time – 12:00 Noon 1.3 Prepare memorandum and 	None	1 Working Day 2 Working Days 3 Working Days 5 Working Days	Administrative Officer III, Records Management Division	
	memorandum and documentary requirements for the BAC upon receipt of quotation		1 Working Day		

1.4 Coordinate with requesting unit an publisher for the date of publication	2 hours	
1.5 Prepare letter order for the publishing company	1 Working Day	
1.6 Provide concerner units copies of newspaper	d 1 hour	
1.7 Prepare transmitta letter and attached three (3) certified copies of issuances to the ONAR/UPLC and AMMB/HR.		
1.8 Provide copy of issuance to the ITD / ITMS for posting in the DOI website	E 1 Working Day	
	5.38 Working Days (1-3 pages)	
Total Number of Days	6.38 Working Days (4-5 pages)7.38 Working Days (6-10 pages)9.38 Working Days (11 pages and more)	



Administrative Services (Human Resource Management Division)

Internal Services



Filing of SALN This applies to transactions done for DOE employees

Office or Division:	Human Resource	Human Resource Management Division (HRMD)				
Classification:	Simple Transaction	Simple Transaction				
Type of Transaction:	Government-2-Go	Government-2-Government				
Who May Avail:	DOE Employees					
CHECKLIST OF F	REQUIRMENTS		WHERE TO SE	ECURE		
 Refer to the list of rec of SALN 	quirements for filing	Civ	vil Service Commis	sion Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form Non		2 hours	Concerned Employee		
1.		None	30 minutes	Presidential Appointee / notarizing lawyer		
2. Submits to the HRMD			5 minutes	Concerned Employee		
2.	1 Checks, validates, consolidates, files, and records SALN submission		20 minutes (per employee)	Human Resource Management Officer (HRMO) II or III, HRMD		
Total Number of Day	/S		0.36 Working Da	У		



GSIS, PAG-IBIG, and PHILHEALTH

		energement Division (UDMD)			
Office or Division:	Human Resource Management Division (HRMD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Gove	ernment			
Who May Avail:	DOE Employees				
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE			
1. GSIS					
1.1 For Retirement					
1.1.1 Fully accomp form 1.1.2 Updated Serv	vice Record, with				
(LWOP)	Leave Without Pay				
1.2 For Life Insurance Be Value (CSV)/Retiren 1.2.1 Fully accomp	nent/Policy Maturity				
Form					
1.2.2 Updated Serv LWOP	vice Record, with				
1.2.3 Original Polic	y Contract, if available				
2. PAGIBIG		DOE - Human Resource Management Division (HRMD)			
2.1 Provident Benefits C Retirement)	aim (Compulsory				
2.1.1 Fully accomp Form	••				
2.1.2 Updated Serv Certificate of	LWOP				
2.1.3 Two (2) Valid IDs (Govt. issued), photocopy only					
2.2 Maturity (10, 15, 20 y	vrs.)				
2.2.1 Fully accomp Form	lished Application				
2.2.2 Service Reco	rd (latest)				
2.2.3 Two (2) Valid photocopy or	IDs (Govt. issued), ly				

2.3 Multi-Purpose Loar	. ,	•			
2.3.1 Fully accom	plished MPL Form				
2.3.2 Original pay					
2.3.3 Two (2) Val					
2.3.4 LBP ATM C	ard (photocopy)				
3. Philhealth					
3.1 Retiree – Lifetime I	/lembership				
3.1.1 Fully accom	plished PMRF	DOE – Hu	uman Resource Ma	nagement Division	
3.1.2 Updated Se	ervice Record		(HRMD)		
3.1.3 Two (2) ID	pictures (1x1)				
3.2 New Employee					
3.2.1 Fully accom	plished PMRF				
-	ertificate (if married				
employee) 3.2.3 Birth Certifi 18 y/o	cate of children below				
3.2.4 Birth Certifi	cate of parents above ngle employee)				
4. Processing of Claims a	nd Application	Personnel Welfare & Performance Management Section (PWPMS)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of duly accomplished Application Form for Retirement / Separation 			1 Working Day	Concerned Employee	
1.1 Review the submitted application form and request the submission of required documents 1.2 Complete Requirements/ Attachment		None	1 Working Day	Staff, Human Resource Management Division (HRMD)	

2. Employee to submit the lacking documents			Concerned Employee
	2.1 Preparation of transmittal letter for submission to GSIS, Pag-IBIG, and PhilHealth	0.5 Working Day	Staff, HRMD
	2.2 Pre-screening and assessment of all referred applicants	0.5 Working Day	Concerned Personnel, HRMD
Total Number of Days		3 Working Days	



Payment for Overtime Services This applies to transactions for DOE employees

0	ffice or Division: Human Resource Manag			gement Division (HRMD)	
С	lassification:		Simple Transa	ction		
T	Type of Transaction:		Government-2-	nt-2-Government		
W	/ho May Avail:		DOE Employee	es		
	CHECKLIST OF F	REQU	JIRMENTS		WHERE TO SE	ECURE
1.	Refer to the list of req payment of Overtime			Т	o be provided by th	e Employee
	CLIENT STEPS	AGE	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Prepares requirements					Concerned Employee
		 1.1 Computes / prepares payroll and DV 1.2 Prepares ALOBS / certifies as to availability of appropriations and fund obligation 			0.5 Working Day	Chief, Accounting Payables Section, Accounting Division (AD)
					15 minutes	Chief, Budget Division
		C C a	Certifies as to correctness of charges / availability of unds	None	15 minutes	Chief, AD
		p C	Reviews the bayroll / certifies DV		0.5 Working Day	Chief, Personnel Action and Services Section (PASS), HRMD / Chief, HRMD
		С	Processes / certifies DV		0.5 Working Day	Chief, AD
		1.6 A	Approves DV		5 minutes	Director, Administrative Services

1.7 Prepares / processes check payment / bank advice / informs concerned employee of availability of overtime pay	2 Working Days Chief, Treasury Division
Total Number of Days	3.57 Working Days



Provident Fund

0	ffice or Division:	Human Resource Management Division (HRMD)				
С	lassification:	Complex Transaction				
T	ype of Transaction:	Government-2-Government				
W	/ho May Avail:	DOE Employees				
	CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE	
1. 2.	Application Form Only Processing of Loans/		DOE – Hi	uman Resource Ma PWPMS	nagement Division	
<u>z.</u>	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE	
1.	Submission of duly accomplished			2 hours	Concerned Employee	
	Form/Claim for (Death Benefit)	orm/Claim for application form		0.5 Working Day	Human Resource Management Division	
2.	Employee to comply what is required/			2 hours	Concerned Employee	
		2.1 Prepared the Memo for to the Provident Fund Board of Trustees (PFBT); Route the	Memo for to the Provident Fund None Board of Trustees	None	1 Working Day	Human Resource Management Division
		2.2 Delay inevitable		2 Working Days		
		2.3 Action taken by PFBT:		2 Working Days	Provident Fund Board of Trustees	

a) If Disapprove Memo inform concerned sta b) If Approved, Voucher Preparation; Forward to Accounting Division for Processing of Loans/Claims	f
Total Number of Days	6 Working Days



Strategic Performance Management System – OPCR/IPCR

0	ffice or Division:		Human Resource Management Division (HRMD)			
C	lassification:		Complex Transaction			
Ту	ype of Transaction:		Government-2-Government			
W	/ho May Avail:		DOE Emple	oyees		
	CHECKLIST OF F	REQUIREN	IENTS		WHERE TO SE	CURE
1.	Office Performance C (OPCR)					
2.	Individual Performanc Review (IPCR)	e Commitm	ent and			
3.	Coaching and Monito	ring Form (C	CMF)		sonnel Welfare and ement Services (P\	
4.	Individual Developme	nt 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				1 Working Day	Concerned Employee
	relating to performance	1.1. Preparation / distribution of memo to all enjoining submission of the ff.:		None	2 Working Days	Human Resource Management Division / Administrative Services
		IPCR, Sumn of per docun submi	itted			HRMD
		1.2. Receipt/recording of documents submitted on or before the deadline			4 Working Days	

1.3	 Monitoring of submission for those who failed to submit within the deadline 	2 Working Days	
1.4	 Updating the database records 	1 Working Day	
Total Number of Days		10 Working Days	5



Training and Development Process and Procedure

This applies to transactions done for the training and development of the DOE employees (Internal Services)

Office or Division:	Office or Division: Human Resource Management Division (HRMD)					
Classification:		Complex Transaction				
Type of Transactio	n:	Government-2-Gover	nment			
Who May Avail:		DOE Employees				
CHECKLIST	OF R	EQUIRMENTS	WHERE TO SECURE			
1. Properly accomplis	shed I	PDC nomination form				
2. Memorandum end Undersecretary an		•				
3. Identified/itemized source/requirement	fundi					
		earance from Budget m the regular budget				
 Exemption from A0 regular budget 	D 103	, if funding is from the				
6. Clearance from HF Training Fund allo		if funding is from the to the unit				
		raining Commitment e (TCMC), composed				
of the 3 Usecs., if 1 Fund-International		ig is from the Training mitment / Priority 1				
8. Relevant attachme	nts (i	.e. invitation/ program	HRMD-Training & Development Section			
9. PES requirement (foreign nomination / latest rating period for					
	 Service obligation requirement (for foreign study and non-study program / local study program) 					
11. Residency requirement						
12. Course/sponsor re experience, age, e		ment/s (i.e. education,				
13. Submission of trav title/date/venue/sp						
14. Submission of prev (Indicate title/date/						

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Dissemination of received/ scouted training invitation to the concerned unit/s.		5 Working Days	Human Resource Management Officer II/I, HRDM
	 1.2 Acceptance and evaluation/ assessment of nominee/s Note: Submission of duly accomplished Personnel Development Nomination Form from the 	None	1 Working Day	HRMO III/II (Foreign Nominations) HRMO I (Local Nominations)
	nominee/s must be on or before the set deadline of the HRMD			HRMO IV (Review)
	1.3 Preparation of memo to the Nominating Unit, copy furnish the nominee, if nominee is found not qualified by the Personnel Development Committee (PDC) Secretariat		1 Working Day	HRMO III/II (Foreign Nominations) HRMO I (Local Nominations)
	(HRMD) 1.4 Preparation of documents and presentation to the Pre-PDC Meeting, presided by the Administrative Services Director, of the qualified nominee/s			HRMO IV (Review & Presenter during the meeting)
	14.5 Deliberation of qualified nominee/s to the PDC Meeting presided by the Undersecretary (PDC Chair);		1 Working Day	PDC HRMO III / HRMO IV

*Processing time is not in PDC Guidelines. HRMD-TDS determine the number of days of processing/timeline.

Preparation of the PDC			
 recommendation/s to the Secretary			
14.6 PDC Chair endorses/signs the recommendations/ memo/ endorsement letter and other relevant documents relative to the nomination for the approval by the Secretary (for initials of PDC Chair, Asst. Secretary, AS Director, HRMD Chief and PDC Secretariat)	None	2 Working Days	PDC Chair / Asst. Sec. / AS Director / HRMD Chief / PDC Secretariat, (HRMD-TDS)
 14.7 Approval of the Secretary on the PDC recommendation and other related documents Note: A copy of the Secretary's action is provided to the nominating unit, copy furnish the nominee/s 		1 Working Day	Secretary, Office of the Secretary (OSEC) HRMO I (Local Nominations) HRMO II (Foreign Nominations)
14.8 For Local Nominations: Preparation of the Training Order; Scholarship Contract (if Scholarship Grant); and, Disbursement Voucher (payment for registration fees) For Foreign Nominations:		2 Working Days	HRMO I (Local Nominations) HRMO II/III (Foreign Nominations) HRMO IV (Review of both nominations)

*Processing time is not in PDC Guidelines. HRMD-TDS determine the number of days of processing/timeline.

	Preparation of Travel Authority; Scholarship Contract (if Scholarship Grant); Endorsement Letter to DFA for passport issuance/ revalidation	
Total Number of Days	13 Working Days	

*Processing time is not in PDC Guidelines. HRMD-TDS determine the number of days of processing/timeline.



Terminal Leave

This applies to transactions done for the Recruitment Process in the DOE

Office or Division:		Human Resourc	e Manage	ement Division (I	HRMD)
Classification: Highly Technical		Transaction			
Type of Transaction:		Government-2-G	overnme	nt	
Who May Avail:		DOE Employees			
CHECKLIST OF F	REQU	JIRMENTS		WHERE TO SE	ECURE
1. Refer to checklist on Te	rmina	al Leave		- Human Resourc Division	e Management
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files approved resignation, retirement				5 Working Days	Concerned Employee
Leave (AFL) Form		Audit leave cards and Daily Time Records (DTR)		3 Working Days	Human Resource Management Officer (HRMO)
		Reflects accumulated leave balances o the approved AFL		10 minutes	I or II or Human Resource Management Assistant
	-	Reviews and computes leave balances and terminal leave pay	None	30 minutes	HRMO IV, HRMD
	1.4	Initials/approves entries in the AFL (certifies as to the total leave balances)		10 minutes	HRMO IV / Chief, HRMD
		Prepares endorsement memo to the Secretary for signature		30 minutes	HRMO III or II, HRMD
	1.6	Reviews, initials, recommends endorsement memo and the AFL		20 minutes	HRMO IV / Chief, HRMD

1.7	Certifies leave balances and initials endorsement letter	5 minutes HRMO V HRMD	Ι,
1.8	Signs endorsement memo and initials AFL	1 Working Day Administrat Services	tive
1.9	Recommends approval of AFL	Assistan 1 Working Day Secretary Undersecre	11
1.10	Acts on the recommendation	1 Working Day OSEC	γ,
1.1	Claims the approved AFL for terminal leave to be forwarded to the Accounting Division for processing of payment	5 Working Days Employe	
Total Number of Days		16.22 Working Days	



Program on Awards and Incentives for Service Excellence (PRAISE)

				ant Division (LIDA	
Office or Division:		Human Resource Management Division (HRMD)			(ID)
Classification:		Highly Technical Transaction			
Type of Transactio	n:	Government-2-Gov	vernment		
Who May Avail:		DOE Employees			
CHECKLIST O	F RE	QUIREMENTS		WHERE TO SE	ECURE
1. Accomplished Forr	n		DOE	– Human Resourc Division	e Management
2. Processing of Clair	ns an	d Application		rsonnel Welfare & lanagement Section	
CLIENT STEPS	A	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application				1 Working Day	Concerned Employee
	ir tł b 1.2 C re	eview/verify the formation written in ne application for enefits complete equirements/ ttachment			Concerned Personnel, Human Resource Management Division
	A	Presentation to Idministrative Services Director for Eview/ comments	None	7 Working Days	
2. Employee to comply lacking					Concerned Employee
requirements	P	ndorsement to DOE RAISE Committee or evaluation			Concerned Personnel. HRMD
	th	Recommendations of the Committee to AGC		1.5 Working Day	PRAISE Committee

 2.3 Action taken: a) If Disapproved, Memo/ Letter of Regret b) If Approved, preparation of Memo for the Secretary's consideration/appr oval 	2 Working Days	Concerned Personnel, HRMD
2.4 Delay inevitable	5 Working Days	Office of the
2.5 Approval of the Secretary	1 Working Day	Secretary (OSEC)
2.5 Preparation of Memorandum to Accounting Division for the release of award and voucher preparation	0.5 Working Day	Concerned Personnel, HRMD
Total Number of Days	18 Working Days	



Magna Carta

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-0	2-Government		
Who May Avail:	DOE Employees	es		
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE		
 List of personnel recommen entitlement to MC benefits v department/ agency head's said personnel are found to with the requirements under for R.A. 8439. 	vith the certification that have complied			
The list must be accompanie following documents:	d with the			
1.1 Endorsement by the hea department/agency	ad of			
1.2 Functions of the service/division/section/unit where the personnel belong		DOE – Human Resource Management Division		
1.3 Certified true copies of c	liploma/s			
1.4 Certified true copies of a transcript of records	academic			
1.5 Certified true copy of se	rvice record			
1.6 Description of positions	and functions			
1.7 Certified true copy of CS or PRC license/s	SC eligibility/ies,			
1.8 Other relevant documen important by the recom				
2. Processing of Claims and A	pplication	Personnel Welfare & Performance Management Section (PWPMS)		
3. Part I: 1 st Time/Renewal of <i>i</i>	Application			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Application with the required documents 		None	1 Working Day	Concerned Employee
	 1.1 Check/Review Evaluation of the Submitted application 1.2 Complete Requirements/ Attachment 		0.5 Working Day	Staff, Human Resource Management Division
2 Employee to Submit the lacking documents				Concerned Employee
	2.2 Matrix preparation of the new employee's application / renewal for the Approval of the DOST Screening Committee		0.5 Working Day	Concerned Personnel,
	2.3 Preparation of Endorsement for Evaluation by the DOE Screening Committee for Purposes of RA 8439		0.5 Working Day	HRMD
	2.4 Delay inevitable		5 Working Days	
	2.5 Signature and Approval of the DOE Screening Committee		1 Working Day	DOE Screening Committee
	.6 Preparation of Endorsement letter to the DOST Secretary for Approval/signature of DOE Secretary		0.5 Working Day	Concerned Personnel, HRMD
	2.7 Delay inevitable		5 Working Days	Office of the
	2.8 Approval of the Secretary		1 Working Day	Secretary (OSEC)

2.9 Signed Document to be forwarded to the DOST	1 Workir	ng Day	Concerned Personnel, HRMD
2.10 DOST Evaluation			DOST
2.11 Receipt of the DOST approved certification	0.5 Work	ing Day	
2.12 Memo to concerned staff informing DOST approval and reminding to submit separate application for Hazard Pay benefit	2 Workin	g Days	Staff, Human Resource Management Division
 2.13 Processing of the Subsistence and Laundry Allowances & Hazard pay: a) If approved: Gathering of DTRs of eligible employees from the period of claims Counting the number of actual presence in the workplace; preparation of database/matrix Memo to FS requesting payment of the benefits b) If disapproved: Memo informing disapproval to concerned employees 	17 Wo Day	•	HRMD / DOE- RCC

Endorsement to the SAGC 2.14 Processing of the renewal of the entitlement three	0.5 Working Da	Concerned ay Personnel,
(3) months before the expiration of the eligibility Total Number of Days	16 Working Days (Pa 20 Working Days (Pa	HRMD



Administrative Services (Procurement Management Division)

Internal Services



Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)				
Classification:	Simple Transaction				
Type of Transaction:	Document Security, G	Government (Compliance to DOE Internal urity, Government Fares Agreement (GFA), DBM em and BAC policies and procedures)			
Who May Avail:	Bureaus / Services / 0	Offices of	DOE Officials/Em	ployees	
CHECKLIST OF R (as appli			WHERE TO SE	ECURE	
 Request Slip duly sign Concerned Unit 	ned by Head of		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 	None	10 minutes	Receiving Staff, Procurement Management Division	

1.2 Endorse to concerned PMD Officer to validate the request or check the document security classification	10 minutes	Receiving Staff, PMD
1.2.1 For non- availability, the PMD personnel check in DBM-PS vs. the availability	30 minutes	Administrative Officer III,
1.2.2 For airline ticket, PMD personnel check availability of flights as requested	10 minutes	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	0.17 Working Da	У



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 / C	Offices of	DOE (End-users	5)
CHECKLIST OF R (as appli	cable)	WHERE TO SECURE		
 Copy of End-user's PF Copy of Budget Office based from approved J 	Allocation to End-user	DOE Ir	DOE Intranet under Downloadable Forms	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number 	1.1 Receives the Purchase Request, checks the completeness as to signature, concerned end- users, Item description, amount and numbers the said PR for Control Number	None	1 Working Day	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)			Supv. AO (SAO), PMD

1.3 Approves/Initials the numbering of the Purchase Request (PR) and return the PR	Chief AO, PMD
1.4 Records the details of the said Purchase Request (PR) and return to End-user	AO III, PMD
Total Number of Days	1 Working Day



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-use	rs
CHECKLIST OF R (as appli	-		WHERE TO SE	ECURE
1. Project Procurement I (PPMP)	Management Plan		- ·	
2. Memorandum Reques Supplemental APP	st for inclusion in the		End-usei	-
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Project Procurement Management Plan (PPMP)	 1.1 PMD notify enduser of the schedule submission of request for Supplemental Annual Procurement Plan (SAPP) 1.1.1 Enduser submit request for inclusion in Supplemental APP with revised PPMP 	None	1 Working Day	Administrative Officer III, Procurement Management Division
	1.2 PMD receive and log request		10 minutes	
	 1.3 Review, validate and evaluate basis of Request. 		30 minutes	
	1.4 Review and recommend approval of Request		30 minutes	Supv. AO / Chief AO, PMD

1.	5 Input the approved request in the consolidated SAPP	10 minutes	AO III, PMD
1.	6 Present to the BAC the SAPP for approval	1 Working Day (15 Working Days Consolidation)	Chief AO, PMD
1.	7 Prepare BAC Resolution to recommend approval of SAPP to HoPE	30 minutes	AO III, PMD
1.	8 Provide copy of approved SAPP to End-user	30 minutes	
Total Number of Days		2.29 Working Days	6



Alternative Methods of Procurement (AMP Sec. 53.9 - Small Value Procurement, AMP 53.10-Lease of Real Property or Venue)

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 R (as appli			WHERE TO SE	ECURE
 Memorandum Request Copy of approved API Approved and Numbe (PR)/ Request for Series Technical Specification approved by the Bures Secretary's approval of applicable 	P or Supplemental APP red Purchase Request vices (RFS) n/Terms of Reference au/Service Director		End-User's Divisio	n / Bureau
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Procurement Request	 1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements and check if AMP requires posting 1.2 Endorse the documents to Office of the BAC Chairman for endorsement to TWG for evaluation 	None	30 minutes	BAC Secretariat Section
	 Prepare and send the RFQs/ to atleast three (3) suppliers, contractors or 		1 Working Day	BAC Secretariat / TWG

Those responded through any of the required postings shall be allowed to participate. Receipt of at least one (1) quotation	
is sufficient to proceed with the evaluation thereof.	
1.4 Receive procurement request folders from TWG for inclusion in the BAC agenda for Pre-procurement evaluation	5 minutes (7-15 days TWG evaluation) BAC Secretariat Section
1.5 Prepare BAC Resolution and Notice of Award and transmit for signature	30 minutes
1.6 Preparation and Issuance of Purchase Order (PO) and Notice to Proceed if needed	3 Working Days (Contract preparation / signing and posting of Performance Bond – 10 Working Days)
Total Number of Days	4.14 Working Days



Public Bidding

Office or Division:	Procurement Management Division (PMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government (Compliance to RA 9184)			
Who May Avail:	Bureaus/Services/Off	ices of D	OOE (End-users)	
CHECKLIST OF R (as appli			WHERE TO SECURE	
3. Approved and Numbe	P or Supplemental APP red Purchase Request	DOE	DOE Intranet under Downloadable Forms	
approved by the Bure	n/Terms of Reference au/Service Director			
 Secretary's approval o applicable) 	of the Activity (if			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Procurement Request	 1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements 1.2 Endorse the documents to Office of the BAC Chairman for 	None	30 minutes	BAC Secretariat Section
	endorsement to TWG for evaluation 1.3 Receive procurement request folders		5 minutes (4 Working Days	
	from TWG for inclusion in the BAC agenda for		TWG Evaluation)	

	Pre-procurement evaluation		
1.4	Pre-procurement evaluation	1 Working Day	BAC / TWG / Secretariat / End- user
1.5	Prepare Bid Documents	1 Working Day	
1.6	Advertise/Post the Invitation to Bid in PhilGEPS and DOE website	1 hour	BAC Secretariat Section
1.7	Issuance of Bid Documents	15 minutes	
1.8	Conduct Pre-bid Conference	1 Working Day (Depending on the number of procurement items)	BAC / TWG / Secretariat / End-
1.9	Preparation and Issuance of Bid Bulletin	2 Working Days	user
1.10	Receive submission of Bids/Opening of Bids	15 minutes	
1.11	Endorse the procurement folders to TWG for Post- Qualification	30 minutes	
1.12	Receive procurement folders from TWG for inclusion in the BAC agenda for award	5 minutes (7-15 Working Days TWG Evaluation)	BAC Secretariat Section
1.13	Prepare BAC Resolution and Notice of Award after TWG presentation	30 minutes	
1.14	Issuance of Notice of Award (NOA) to Supplier	3 Working Days (7 Working Days-HoPE Approval)	HoPE / BAC Secretariat Section

1.15 Issuance of Notice to Proceed (NTP)	3 Working Days (Contract preparation / signing and posting of performance bond – 10 Working Days)
Total Number of Days	11.40 Working Days



Administrative Services (Supply and Property Management Division)

Internal Services



DOE Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

Office or Division:	Supply and Property Management Division (SPMD)				
Classification:	Simple Transaction	g		/	
	•				
Type of Transaction:	Government-2-Govern	nment / G	overnment-2-Citiz	zen	
Who May Avail:	DOE Employees				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
 To issue common office Property, Plant and Equi Office / Bureaus / Service 	pment to requesting	Supply	and Property Mana (SPMD)	gement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits to SPMD approved Requisition Issuance Slip (RIS) for issuance of supplies			1 Working Days	End-User	
	1.1 Receive the Requisition and Issue Slip (RIS), supplies requested shall be prepared and to be released based on the schedule of releasing of supplies	None	3 Working Days		
	1.2 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 Property Gate Pass.		Immediately upon receipt of RIS	Supply / Property Officer	
Total Number of Days					



DOE Inspection and Acceptance of Newly Acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation or Development Assistance

Office or Division:	Supply and Property Management Division (SPMD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Gover	nment			
Who May Avail:	SPMD / COA / AD				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
		Supply	and Property Mana (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
SPMD on the schedule of delivery.	1.1 Inspect delivered items in accordance with approved quantity and in conformity to specifications based on the approved Contract upon the request of the end-user		2 Working Days		
	1.2 If the items delivered conforms, Inspection and Acceptance Report (IAR) shall be prepared	None	2 Working Day	Supply / Property Officer	
	1.3 If not in conformity with Purchase Order or contract requirements the delivered items shall be returned to the supplier for compliance		Immediately upon delivery of non-compliance		

Total Number of Days		5 Working Days	
	 I.5 Submit Notice of Delivery to Commission on Audit and Procurement Management Division for items procured thru Purchase Order or Contract. 	1 Working Days	Supply/ Property Officer
	I.4 Submit to Supply and Property Management Division the inspected items that are in compliance to the contract.	Within the delivery period specified in the contract	Supplier



DOE Officials and Employees Property Accountability

Office or Division:	Supply and Property Management Division (SPMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Govern	ment			
Who May Avail:	Officials and Employee	S			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	ECURE	
 Issuance of Property Receipt (PAR) and In (ICS) 	Acknowledgement ventory Custodian Slip	Supply a	and Property Man (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	1.1 After delivery, inspection and acceptance, the Property Officer prepares the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for proper documentation.		3 Working Days		
	1.2 Submit the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for signature of accountable officials / employees	None	1 Working Day	Property Officer	
	1.3 Updates the file of officials and employees2 Working Daysregarding their property accountabilityDays				
Total Number of Days 6 Working Days					



DOE-wide Agency Procurement Request (APR)

Office or Division:	Supply and Property Management Division (SPMD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Govern	nment			
Who May Avail:	Officials and Employe	es			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	ECURE	
	(SPMD)		agement Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID FAID FAID FEES PROCESSING TIME RESPONSIBL			
1. PMD uploads the Approved Annual Procurement Plan - Common-use Supplies and Equipment (APP- CSE) to Department of Budget and Management- Procurement Service - Philippine Government Electronic Procurement System (DBM-PS- PHILGEPS).	1.1 Prepare the Agency Procurement Request (APR) for approval if 5M and above Head of Agency; if 3M but not more than 5M Senior Undersecretary; if 1M but not more than 3M concerned Undersecretary/As sistant Secretary; and if 1M and below concerned of Bureau/ Service Director.	None	5 Working Days	Supply / Property Officer	

1.2 Prepare Obligation Request Slip		
(ORS) for approval of Chief Budget Officer and Disbursement Voucher (DV) for approval of the Chief Accountant and for signature of recommending approval by Undersecretary / Sr. Undersecretary for approval of the Head of Agency and for check preparation of payment to DBM- PS.	1 Working Day	
1.3 Once the cheque is approved, SPMD will hand carry the latter for payment to Department of Budget and Management- Procurement Service (DBM-PS) and shall be credited to DOE-E- Wallet. SPMD can now make order to DBM-PS to the Virtual Store and to be delivered PS or supplier.	1 Working Days	
1.4 Supply and Property Management Division can now make an order to Department of Budget and Management- Procurement Service to the Virtual Store.	1 Working Day	Supply/ Property Officer

	 1.5 Pick-up ordered items to Department of Budget and Management- Procurement Service or receive delivery of ordered items. 	3 Working Days
	1.6 Liquidation and reconciliation of delivered items against the funds transferred to DBM-PS	3 Working Days
Total Number of Days		14 Working Days



DOE Annual Physical Inventory of Property, Plant and Equipment

Office or Division:	Supply and Property Management Division (SPMD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Gover	nment / G	Sovernment-2-Clie	ent	
Who May Avail:	SPMD / COA / AD				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
Equipment of DOE Ma	Field Offices in Luzon,	Supply	and Property Mana (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	1.1 Prepare memo for the conduct of Physical Inventory and the tentative schedule of inventory per Offices/Bureau/Ser vices/Divisions duly approved by Undersecretary and Assistant Secretary for Administrative Service and Administrative Services Director	None	1 Working Days	Supply / Property Officer	
	1.2 Conduct physical inventory of PPEs accounted to DOE officials and employees from DOE Main Office including Department of Energy Field Offices in Luzon, Visayas and		April to August of every year		

	Mindanao with the		
	Accounting		
	Division (AD) and		
	Commission on		
	Audit (COA)		
	representative.		
	1.3 Conduct physical		
	inventory of PPEs		
	for DOE projects		
	installed to various		
	electrified and		
	unelectrified parts		
	of the country with		
	project	15 Morting	
	implementor, Local	15 Working	
	Government Unit	Days	
	(LGU), Department		
	of Energy (DOE),		
	Accounting		
	Division (AD) and		
	Commission on		
	Audit (COA)		
	representatives		
	1.4 Prepare final		
	Inventory Report of		
	Physical Count of		
	Property, Plant		
	and Equipment for approval of		
	Director of	30 Working	
	Administrative	Days	
	Services, Assistant		
	Secretary,		
	Undersecretary		Supply/ Property
	and DOE		Officer
	Secretary.		
	1.5 Submit approved		
	Report of Physical		
	Count of Property,		
	Plant and	2 Working Days	
	Equipment to		
	DOE-COA for		
	review and		
	approval.		
Total Number of Days		48 Working Days	5
			-



Administrative Services (Treasury Division)

Internal Services



Collection of Fees and Charges

Collected Fees and Charges for Technical Services and Production/Government share from various contractors

Office or Division:	Treasury Division					
Classification:	Simple Transaction	Simple Transaction				
Type of Transaction:	Government-2-Gove	ernment				
Who May Avail:	DOE Employees					
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE		
1. Order of Payment		Co	ncerned Division	/ Bureau		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Obtain Order of Payment from Concerned Division/Bureau	1.1 Check the Validity of Order of Payments, Assessment Slip against Fees and Charges		2 – 3 minutes	Admin Officer I, Treasury Division		
	1.2 Issue Official Receipt for the Payment Received	Refund of Excess Cash Advance	2 – 3 minutes	AO I / AO V, TD		
	1.3 Indicate cost of postage based on the rates given by PHILPOST		2 – 5 minutes	AO I, TD		
Total Number of Days0.02 Working Day						



Disbursement of Fund

Disbursement of Funds representing payment to suppliers, service providers, salaries and other remuneration of DOE Officials and employees, vehicle registrations, insurance, remittances to GSIS, Philhealth, PAGIBIG & NHMFC, refund of performance bond, provident loan and other obligations

Office or Division:	Treasury Division (T	D)			
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	DOE Employees				
CHECKLIST OF RE		W	HERE TO SE	CURE	
 Signed LDDAP-ADA / E Disbursement Voucher 			Accounting Divi	sion	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Signed LDDAP-ADA & EMDS, Approved DV from Accounting Division 	1.1 Receive & encode prepared LDDAP-ADA and/or EMDS to Check Monitoring System (CMS)		1 minute	Clerk III / Job Orders, TD	
	1.2 Verification of the correctness of LDDAP-ADA, EMDS & DV	-Cash	30 minutes	Admin Officer III, Treasury Division	
	1.3 Check and validate the entered details per DV in the CMS 2x	Advances -Salaries of Officials & Employees	30 minutes		
	1.4 Prepare Advice of Check Issued & Cancelled (ACIC) & Billerdes for PLDT & Globe payment	-Salaries of Job Orders -Other remuneration of Official & Employees	30 minutes	AO III / AO V, TD	
	1.5 Review the correctness of LDDAP-ADA, EMDS & ACIC		30 minutes	AO V, TD	
	1.6 Deduct the validated LDDAP-ADA /		15 minutes	1	

	EMDS from NCA Balance			
	1.7 Signing of LDDAP- ADA/EMDS of Chief, Treasury Division and Countersigning Official		1 Working Day	Chief / Countersigning Official, TD
	1.8 Sort of original and copy of ACIC & LDDAP and submit to LBP		2 hours	Clerk III / Job Orders,
 Approved DVs from Accounting Division 	2.1 Receive and encode duly approved DV to CMS		15 minutes	TD
	2.2 Preparation of Check		30 minutes	AO III / AO V, TD
	2.3 Preparation of ACIC		15 minutes	AO III, TD
	2.4 Encode/Validate DV and check issued to CMS 2x		30 minutes	AO III / AO V, TD
	2.5 Review the correctness of check and ACIC	- Provident Loan	30 minutes	AO V,
	2.6 Deduct the amount from NCA balance	- Seminar / Tuition Fees	30 minutes	TD
	2.7 Signing of Check and ACIC of Chief, Treasury Division and Countersigning Official	- Petty Cash	1 Working Day	Chief / Countersigning Official, TD
	2.8 Sort of original and copy of ACIC and submit to LBP		2 hours	Clerk III / Job Orders, TD
	2.9 Release of Check		1 minute	U
Total Number of Days	5	2.8	84 Working Da	iys



Petty Cash

Disbursement of Petty Cash Fund for emergency purchase so as not to impair the operation of the particular office

Office or Division:	Treasury Division (TD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	Internal Clients				
CHECKLIST OF	REQUIREMENTS	N	HERE TO SECU	RE	
 Approved Petty Ca Certificate of Eme Canvass from at la Summary/Abstrac 	rgency east 3 suppliers	End-	User's Division / E	Bureau	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Duly approved Petty Cash Voucher (PCV)	 1.1 Receive duly approved PCV and supporting documents from end-user 1.2 Check and review the attached supporting documents 1.3 Compute VAT and EVAT to be deducted from gross amount 1.4 Approve PCV for Payment 1.5 Reproduction of all documents for purposes of liquidation 1.6 Release of Petty Cash 	Purchase of Toner/Ink and Other Supplies that are not in Stock Purchase of Vehicle Spare Parts /Accessories Payment of Vehicle Repair / Maintenance Postage Stamp & Courier Services Other Emergency Purchases		Admin Officer V, Treasury Division	
Total Number of Days 0.44 Working Day (29 minutes)					



Administrative Services

(General Services Division)

Internal Services



Engineering Maintenance (AVR Reservation)

			D)		
Office or Division:	General Services Division (GSD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	DOE Employees				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	ECURE	
1. Request for Services		Supply a	and Property Man (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Check availability of AVR at GSD and have a Pre-schedule booking		None			
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD	1.1 Receive and Numbering of duly accomplished RFS from End-User	None	30 minutes	Staff, General	
	1.2 Verify/check availability of AVR on the date requested		30 minutes	Services Division-EMS	
	 GSD Chief affix initial signature on the approval of RFS. 		1 hour	Chief, GSD	
	1.4 Approval of RFS by Administrative Services (AS) Director			Director, Administrative Services	
	1.5 Route of approved RFS to End-user and AVR personnel concerned		30 minutes	Staff, GSD-EMS	
Total Number of Days0.31 Working Day					



Request for Additional Janitorial Services

Office or Division:	General Services Divis	ion (GSD)		
Classification:	Simple Transaction				
	•				
Type of Transaction:	Government-2-Govern	ment			
Who May Avail:	DOE Employees				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	ECURE	
1. Request for Janitorial Re	equest Form	Supply a	and Property Man (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished Request for Janitorial Service Form	 1.1 Receive Request for Janitorial Service Form from concerned Bureau /Service / Office 1.2 Record and verify additional janitorial 	None			
	services from requesting office. 1.3 If no available janitorial personnel, inform the requesting Bureau / Service / Office. 1.4 Endorse the janitorial service request to		30 minutes	Staff, General Services Division	
	Supervising Administrative Office (SAO) for approval. 1.5 If approved, inform the Janitorial Supervisor to deploy additional janitorial personnel to requesting operating unit (Bureaus / Services / Offices)				

1.6 Monitor the implementa completed record in th logbook an safekeep th approved r janitorial re form	ation until and le d ne equest
Total Number of Days	30 minutes



Transportation and Logistics

Office or Division:	General Services Division (GSD)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Gover	nment			
Who May Avail:	DOE Employees				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
1. Duly accomplished Trip 1	Ficket	Supply	and Property Mana (SPMD)	agement Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
accomplished Trip Ticket	 1.1 Receive Trip Ticket from requesting Bureaus/Services/ Offices 1.2 Assign service vehicle and driver then endorse the Trip Ticket to GSD Chief, likewise inform the driver of the trip 	None		Staff, General Services Division	
	1.2.1 Trips within Metro Manila shall be endorsed by the GSD Chief and endorsed by the AS Director		1 Working Days	Chief, GSD	
	1.2.2 Trips outside Metro Manila shall be recommended by the AS Director and approved by the corresponding Undersecretary			Director, Administrative Services	

 Endorse approve Trip Ticket to Motorpool guard-on-duty 	2.1 Log the approved Trip Ticket and return to the end- user (Bureaus/Services/ Offices)	30 minutes	Supv. Undersecretary
Total Number of Days		1.19 Working Da	у



Engineering Maintenance (Plumbing, Electrical, Civil Works, Carpentry, Aircon Maintenance)

Office or Division	Conorol Sorvingo Divi	aion (CS				
Office or Division:		General Services Division (GSD)				
Classification:	Simple Transaction					
Type of Transaction:	Government-2-Govern	nment				
Who May Avail:	DOE Employees					
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE		
1. Request for Janitorial Re	equest Form	Supply	and Property Mana (SPMD)	agement Division		
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	30 minutes			
	1.2 Validation of RFS and prepare Request for Pre- Repair Inspection		1 Working Day	Staff, General Services Division-EMS		
	1.3 Canvass of spare parts, materials and/or repair/maintenanc e services needed		2 Working Days			
	1.4 Route to Supply and Property Management Division (SPMD) for Inspection of Pre-repair activities.		30 minutes			
	1.5 GSD Chief affix initial signature on the approval of RFS		1 hour	Chief, GSD		

Total Number of Days		3.31 Working Day	ys
1.1	8 Route of approved RFS to End-user for preparation of Petty Cash Voucher (PCV) for amount P15k and below	30 minutes	Staff, GSD-EMS
1.	7 Approval of RFS by Administrative Services (AS) Director		Director, Administrative Services
1.1	6 Allocation of Budget for Repair and Maintenance activities by Budget Division		Staff, GSD-EMS

FINANCIAL SERVICES

(FS)



SUMMARY

Financial Services (FS)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERN	IAL SERVICES	
1.	Remittance of Government Share on Energy Resources Production	0.5 Working Day	Simple
	INTERN	AL SERVICES	
1.	Request for Service (RFS) / Purchase Request (PR)	0.03 Working Day	Simple
2.	Obligation Request and Status (ORS)	0.03 Working Day	Simple
3.	Liquidation of Cash Advance for Special Projects / Events / Local and Foreign Travel (with or without refund)	3 Working Days	Simple
4.	Processing of Disbursement Voucher (DV) Related to Local and Foreign Travels (Cash Advance and Reimbursement)	4 Working Days	Simple
5.	Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others	14 Working Days	Complex



Financial Services (Conventional Energy Resources Compliance Division and Renewable Energy Resources Compliance Division)

External Services



Remittance of Government Share on Energy Resources Production

0	ffice or Division:	Conventional Energy Resources Compliance Division (CERCD) / Renewable Energy Resources Compliance Division (RERCD)					
CI	assification:	Simple Transaction	n				
Ту	/pe of Transaction	: Government-2-Bus	siness				
w	ho May Avail:	Operators (COCO	Contractors (PSC)/ Coal Operating Contract)/Small Scale Coal Mining Permittees ader (CT)/RE Developers (RE Dev)				
	CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE		
1. 2. 3.	Covering Letter Check/Cash/Postal Report on Governme		-	Provided by the Ap	oplicant		
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.	Submit remittance of government share on energy resources production	1.1. Receive/ endorse remittance			Chief, Technical Audit Specialist, CERCD / RERCD		
		1.2 Review remittance of PSC / COCO / SSCMP / CT / RE Developers and prepare order of payment		0.5 Working Day	Senior Technical Audit Specialist/ Technical Audit Specialist II, CERCD / RERCD		
		 Review the order of payment, initial and endorse to Director, Financial Service 			Chief, Technical Audit Specialist, CERCD / RERCD		
		1.4. Sign the order of payment			Director, Financial Service		
		1.5. Remit to the Treasury Division			Technical Audit CERCD / RERCD		
		1.6. Issue Official Receipt			Cashier, Treasury Division		

	1.7 Fiscal Clerk II/Staff photocopy/ endorse Official Receipt	Fiscal Clerk, CERCD / RERCD
2. Receive Official Receipt		Representative, PSC/COC/SSCM P/ CT / RE Dev
Total Number of Da	iys	0.5 Working Day



Financial Services

Internal Services



Request for Service (RFS) / Purchase Request (PR)

Office or Division:		Budget Division (BD)		
Classification:	Classification: Simple Transaction				
Type of Transaction	n:	Government-2-Gove	ernment		
Who May Avail:		All DOE Offices			
CHECKLIST O	FREC	UIREMENTS		WHERE TO SE	ECURE
1. Approved Activity				Concerned Em	ployee
2. Department of Budg Capital Outlay	get Mar	agement approved		Budget Depar	tment
3. Quotations		1. \		Concerned Em	ployee
4. Distribution List (if a	ippiicab	pie)	FEES		
CLIENT STEPS		AGENCY ACTIONS	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Prepare Request Fo Services / Purchase Request based on programmed activitie and or approved appropriations Submit approved an numbered RFS / PF BD together with its supporting document 	es d R to				Requesting Employee
		2.1 Receive RFS/PR and review as to completeness of documents	None		Staff, Budget Division
	2	2.2 Evaluate request/check if it's included in the programmed activities of the unit and or DBM approved CO			Budget Officer, BD
	2	2.3 Evaluate cost estimates based on quotations submitted and or fair market study			Supv. Budget Officer / Chief, BD

	2.4 Approve funding allocation for RFS/PR			Chief, BD
Total Number of Days		0.	03 Working Da	у



Obligation Request and Status (ORS)

Of	fice or Division: Budget Division (BD)				
CI	assification:	Simple Transaction			
Ту	vpe of Transaction:	Government-2-Government			
W	ho May Avail:	All DOE Employees			
	CHECKLIST OF R			WHERE TO S	ECURE
1. 2. 3. 4. 5. 6. 7.	 Approved Itinerary Approved Training Order Receipts of Transportation Expenses Related to Travel Approved Contract / Purchase Order, Appointment, etc. Statement of Account / Billings 		Provided by the Employee		
<i>1</i> . 8.					
9.	Authorization for paym	ent			
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Prepare Obligation Request and Status and its supporting documents and approve ORS (Box A) and submit to BD				Requesting Employee
		 1.1 Receive ORS and review as to completeness of documents 1.2 Process as to availability of allotment 1.3 Code ORS and 	None		Budget Officer, Budget Division
		record to individual ledgers			

1.	4 Assign ORS number and encodes in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services / Maintenance and Other Operating Expenditures / Capital Outlay		15 Minutes	
1.	Payment Monitoring System 6 Review as to correctness of purpose and availability of funds	None		Supv. Budget Officer, BD
	7 Approve / certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)			Chief, BD
1.	8 Record ORS in the logbook and submit to accounting			Budget Officer, BD
Total Number of Days		0.	03 Working Day	1



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

Office or Division:	Accounting Division		
Classification:	Simple Transaction		
Type of Transaction:	Government to Government		
	Government to Government		
Who May Avail:	All DOE Employees		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE	
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 1.5 Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type od expenses authorized to be paid out of fund. 1.6 Detailed list of expenses 1.7 Report of Disbursement 1.8 Official Receipts and supporting documents of various expenses incurred 		Special Disbursing Officer	
2. Local Travel Expense	S		
2.1 Duly Approved Trav 2.2 Authority to Travel USEC		Concerned employee	

2.3 Actual Itinerary of Travel duly approved	
by authorized officials	
2.4 Certificate of Travel Completed	
2.5 Certificate of Appearance / Attendance	A
2.6 Plane / Bus / Boat Tickets / Boarding	Concerned employee /Airline/Bus/Ferry
Passes / Terminal Fees	Company
0.7 Official Descints for hotal	
2.7 Official Receipts for hotel	
accommodations together with hotel Statements of Accounts and other	Concerned employee / Hotel
related travel expenses claimed	
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	
2.9 For land transportation expenses claimed,	
a certification that no government vehicle	Concerned employee
has been used, duly noted by the	
Division Chief	
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	
2.11 For chartered trips or special hires of	
Public Utility and garage car, launches,	
motorboats, extraordinary means of	
transportation:	
2.11.1 Justification for use duly noted	
Division Chief	Concerned employee
2.11.2 Proof of Payment or RER for	
each fare in excess of Php 75.00	
2.11.3 Certification from local official	Concerned employee / Local official
regarding the prevailing charter	Concerned employee / Local official
rates of the place visited	
2.12 For field guide cost, justification for	Concerned employee
services of field guides duly noted by	Concerned employee
Division Chief	
2.13 For gasoline expenses incurred:	
2.13.1Official Receipt	Concerned employee
2.13.2 Copy of duly accomplished	Concerned employee / General Services
Vehicle Trip Ticket	Division
2.13.3 Copy of duly accomplished Fuel	Concerned employee / GSD
Consumption Report properly	

	material lass O survey 1 O state	
	noted by General Services Division (GSD)	
	2.14 If cash advance was granted, copy of previously approved itinerary of travel	Concerned employee
	2.15 Liquidation Report	
3.	Foreign Travel	
	3.1 Duly signed Travel Authority from the Office of the President or Authorized official3.2 Actual itinerary of travel duly approved by	Concerned employee
	authorized officials	
<u> </u>	3.3 Certificate of Travel Completed	
	3.4 Certificate of Appearance/Attendance	
	3.5 Plane tickets, boarding pass	Concerned employee /Airline /Bus /Ferry Company
	 3.6 Official Receipts/bills for non- commutable, in case entitled to travel allowance or for expenses claimed on actual basis 3.7 Narrative Report 	Concerned employee
	3.8 If granted cash advance, copy of previously approved itinerary of travel3.9 Liquidation Report	
4.	Representation, Conference and Meeting	
	Expenses	
	4.1 Official Receipt, Cash Invoice/Statement	
	of Account	
	4.2 List of Attendees/guest	
	4.3 Purpose of the expense	
	4.4 Authority to incur expenses duly	
	approved by authorized official 4.4.1 Canvass documents, if applicable	Concerned Employee
	4.4.2 Abstract of guotation from at least	
	three	
	establishments/concessionaires	
<u> </u>	4.5 Quotations from at least three (3)	
	establishments/concessionaires	
	4.6 Copy of contract, if applicable	
5.	Reproduction Expenses:	
	5.1 Official Receipt/Invoice/ Bill	
	5.2 Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	Service Provider / GSD

Purchase of spare parts, materials and supplies:	
6.1 Official Receipt/ cash invoice	Service Provider / GSD
6.2 Certificate of Emergency Purchase	Concerned Employee
6.2.1 Certification from the Agency head or his duly authorized representative as to the necessity and 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
 6.4 Original Requisition slip 6.5 Approve alternative mode of procurement 6.6 Canvass documents 	Concerned Employee
 6.6.1 Abstract of quotation from at least three suppliers 6.6.2 Quotations from at least three (3) suppliers 	
6.6.3 If supplier is exclusive distributor	
6.6.3.1 Certificate of exclusive distributorship	
6.6.3.2 Certificate that no suitable substitutes are available	
 6.7 Inspection and Acceptance Report (IAR) 6.8 For spare parts purchased and used in repair and maintenance, report of waste materials 	Concerned Employee
7. For emergency repair and maintenance:	
 7.1 Official Receipt/Cash invoice 7.2 Original Invoice 7.3 Certificate of Emergency signed by Agency Head or authorized official 7.4 Certification from the property officer saying that the equipment belongs to or is used by and under the responsibility of the agency concerned, that the repair is necessary, and that the damage (if any) is through fair, wear, and tear in the government service and not due to the fault or negligence of any employee 7.5 Acceptance of work done 	Concerned Employee
7.6 Report of Waste Materials if the repair involved replacement of materials	

FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE Concerned Employee Clerk / Concerned Accounting Stat Accountant III / Supv., Accountant,
		Employee Clerk / Concerned Accounting Stat Accountant III / Supv.,
		Concerned Accounting Stat Accountant III / Supv.,
		Supv.,
None		Special Assignment Section (SAS), Accounting Division (AD)
	1 – 3 Working Days	Concerned Accounting Stat Chief, AD Concerned Employee
		Chief, AD
		Accountant III, Supervising Accountant
_		1 – 3 Working



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

Office or Division:	Accounting Division				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Gove	ernment			
Who May Avail:	All DOE Employees				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Local Travel					
1.1 Prior to Departure					
1.1.1 Copy of Obliga Status (ORS)	ation and Request	Budget Division / Concerned Employee			
1.1.2 Authority to Tra concerned US	EC				
1.1.3 Approved Trav numbered		Concerned employee			
	vel duly approved by:				
1.1.4.1The Agency Head or his duly authorized representative, for travels below 30 days1.1.4.2The Agency Head for travels of more than 30 days but not exceeding 3					
	ns President for travels eding 3 months				
1.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance and accounted for in the book		Accounting Division			
1.2 Upon Completion of					
1.2.1 Duly Approved Travel Order 1.2.2 Authority to Travel signed by concerned USEC					
1.2.3 Actual Itinerary of Travel duly approved by authorized officials 1.2.4 Certificate of Travel Completed		Concerned employee			
1.2.5 Certificate of A Attendance					

1.2.6 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned employee /Airline / Bus / Ferry Company
1.2.7 Official Receipts for hotel	Company
accommodations together with hotel	
Statements of Accounts and other	Concerned employee / Hotel
related travel expenses claimed	
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	
1.2.9 For land transportation expenses	
claimed, a certification that no	
government vehicle has been used,	Concerned employee
duly noted by the Division Chief	
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	
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	
1.2.11.2 Proof of Payment or RER	Concerned employee
for each fare in excess of	
Php 75.00	
1.2.11.3 Certification from local official	
regarding the prevailing	Concerned employee / Local official
charter rates of the place	Concerned employee / Local official
visited	
1.2.12 For field guide cost, justification for	
services of field guides duly noted	Concerned employee
by Division Chief	
1.2.13 For gasoline expenses incurred:	
1.2.13.1 Official Receipt	Concerned employee
1.2.13.2 Copy of duly accomplished	Concerned employee / General Services
Vehicle Trip Ticket	Division
1.2.13.3 Copy of duly accomplished	
Fuel Consumption Report	Concerned employees / CSD
properly noted by General	Concerned employee / GSD
Services Division (GSD)	

1.2.14 If cash advance was granted, copy of previously approved itinerary of travel		Concerned employee
1	Foreign Travel	
	2.1 Prior to Departure	
	2.1.1 Copy of ORS	Budget Division / Concerned Employee
	2.1.2 Duly signed Travel Authority from the Office of the President or Authorized official	
	2.1.3 For clothing allowance claimed, Certification that no such expenses were claimed within the last 24 months	Concerned employee
	2.1.4 Itinerary of travel duly approved by authorized official	
	2.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance	
	2.1.6 Letter of Invitation	Concerned employee / Host Country
	1.2 Upon Completion of Travel:	
	2.2.1 Duly signed Travel Authority from the Office of the President or Authorized official	
	2.2.2 Actual itinerary of travel duly approved by authorized officials	Concerned employee
	2.2.3 Certificate of Travel Completed	
	2.2.4 Certificate of Appearance/Attendance	
	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 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 with approved Obligation Request and Status (ORS) and complete supporting documents to Accounting Division.		None		Requesting unit / Concerned Employee
	1.1 Receive and make initial review as to correctness of the amount			Accountant III, AD
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)			Accounting Staff / Clerk, AD
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			Chief, BD
	1.4 Receive DV and certified ORS from BD			Accounting Staff / Clerk, AD
	1.5 Review/evaluate/ process DV as to the completeness of its required documents	None	3 working days	
	Note: -If incomplete, return DV and ask employee concerned to comply with the requirements			Accountant III / Supervising Accountant, AD
	-If complete, evaluate and process DV			
	 Indicate and record the DV date, number, 			Data Encoder III

particulars and amount in individual index of payment Accounting Staff/ Completeness of documents and if amount claimed proper Release the certified DVs together with its complete supporting documents to the Approving Authority None Requesting unit / Clerk, AD 2. Receive DV and its supporting documents from AD 2.1 Approve DV (box D) as to approval of payment None Requesting unit / Clerk, AD 3. Submit approved DV and its supporting documents to AD 3.1 Receive submitted documents and prepare LDDAP and EMDS None Requesting unit / Concerned Employee 3. Submit approved DV and its supporting documents to AD 3.1 Receive submitted documents and prepare LDDAP and EMDS None Requesting unit / Concerned Employee 3. 2 Review and sign in Box 1 "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer None 1 working day AD Total Number of Days 4 Working Days Attority			<u> </u>			[]
individual index of payment of payment 1.7 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper Chief, AD 1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority Accounting Staff / Clerk, AD 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned Employee 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned Employee 3. Submit approved DV and its supporting documents to AD None Requesting unit / Concerned Employee 3.1 Receive submitted documents to AD None Requesting unit / Concerned Employee 3.1 Receive and EMDS None 1 working day AD 3.2 Review and sign in Box 1 "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer 1 working day AD						
of payment 1.7 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper Chief, AD 1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority None Requesting unit / Clerk, AD 2. Receive DV and its supporting documents from AD 2.1 Approve DV (box D) as to approval of payment None Requesting unit / Concerned 3. Submit approved DV and its supporting documents to AD 3.1 Receive submitted documents and prepare LDDAP and EMDS None 1 working day 3.2 Review and sign in Box 1 "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer None 1 working day						
1.7 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper Chief, AD 1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority None Accounting Staff / Clerk, AD 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned Employee 3. Submit approved DV and its supporting documents to AD 2.1 Approve DV (box D) as to approval of payment None Head of agency/ Birector / authorized representative 3. Submit approved DV and its supporting documents to AD 3.1 Receive submitted documents and prepare LDDAP and EMDS None 1 working day 3.2 Review and sign in Box 1'Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer 1 working day Accounting Staff/ Chief / Administrative Staff, AD						
C) of as to availability of cash, completeness of documents and if amount claimed proper Chief, AD 1.8 Release the corfiled DVs together with its complete supporting documents to the Approving Authority None Accounting Staff/ Clerk, AD 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned 3. Submit approved DV and its supporting documents to AD None Head of agency/ director / authorized 3. Submit approved DV and its supporting documents to AD None Requesting unit / Concerned 3.1 Receive submitted documents and prepare LDDAP and EMDS None 1 working day 3.2 Review and sign in Box 1°Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer 1 working day						
availability of cash, completeness of documents and if amount claimed proper Chief, AD 1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority Accounting Staff / Clerk, AD 2. Receive DV and its supporting documents from AD None Requesting unit / Concerned Employee 2.1 Approve DV (box from AD None Head of agency/ director / authorized representative 3. Submit approved DV and its supporting documents to AD None Requesting unit / Concerned Employee 3.1 Receive submitted documents and prepare LDDAP and EMDS None 1 working day 3.2 Review and sign in Box 1 "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer 1 working day						
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EMDS andStaff,forward to theADauthorizedapproving officer						
forward to the AD authorized approving officer						
authorized approving officer						,
approving officer						
Total Number of Days 4 Working Days		u		I		<u> </u>
	Total Number of Days				4 Working Days	



Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Office or Division:	Accounting Division (AD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	All DOE Employees				
CHECKLIST OF RI	CHECKLIST OF REQUIREMENTS* WHERE TO SECURE				
*Based on Commission or Documentary Requirements	Audit (COA) Circular 2012 for Common Government be required for spec	-001 dated June 14, 2012 Revised Guidelines and Transactions. Other documentary requirements may cial transactions.			
1. Utilities Expense (Wate Communication/Teleph	one Expenses)				
1.1 Copy of Obligation ar (ORS)	nd Request Status	Budget Division (BD)/ Concerned Employee			
1.2 Billing Statement / Statement of Account		Concerned Employee / General Service Division (GSD)			
 Janitorial / Security and Provider 	d other Service				
2.1 Copy of ORS		BD / Concerned Employee			
2.2 Duly signed and nota Certificate of Availab		GSD /AD			
2.3 Billing Statement/Sta		Janitorial Service Provider			
2.4 Duly Approved Daily	Time Record	Janitorial Service Provider / GSD			
2.5 Certification of Service	e Rendered	GSD			
2.6 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors		Janitorial Service Provider / GSD			
2.7 BAC Documents		Procurement Management Division (PMD)			
3. Salaries					
3.1 First Salary					
3.1.1 Copy of ORS		BD / Concerned Employee			
3.1.2 Certified true copy appointment		Human Resources Management Division (HRMD)			
3.1.3 Assignment order	, if applicable	HRMD			
3.1.4 Certified true copy	/ of Oath of Office	HRMD / Concerned Employee			
3.1.5 Certificate of Assumption		Concerned Employee			

3.1.6 Statement of Assets, Liabilities and net Worth	Concerned Employee
3.1.7 Approved DTR	Concerned Employee
3.1.8 Bureau of Internal Revenue (BIR)	
withholding certificates (Forms 1902 an	d Concerned Employee
2305)	
3.1.9 Payroll information on New Employee	Concerned Employee
3.2 Salary of individuals hired as Job order	
3.2.1 Copy of ORS	BD / Concerned Employee
3.2.2 Contract duly signed, notarized with	HRMD / AD
certificate of availability of funds	
3.2.3 Accomplishment Report	Concerned Employee
3.2.4 Approved Daily Time Record	Concerned Employee
4. Cash Advance Revolving Fund for Field	
Project Expenses, Setting Up of Special -	
Purpose Petty Cash/Impress Fund	
4.1 Copy of ORS	BD / SDO
4.2 Office Order signed by the Head of the	
Agency or authorized official designating a	SDO
specific employee as Special Disbursing	
Officer (SDO) for a specific fund 4.3 Bureau of Treasury (BTR) issued Fidelity	
Bond covering cash accountability of the	BTR
designated employee as SDO	BIR
4.4 For cash advance/revolving for field project	
expenses, detailed listing of types and	
estimated amount of expenses envisioned	
to be paid out of the fund as well as	SDO
approval of the activity/event by the Head	of
the Agency	
4.5 Instructions on fund-handling prepared in	
coordination with Accounting Division and	
signed by Agency Heads or authorized	SDO
official. Instruction shall include	
enumeration of type od expenses	
authorized to be paid out of fund.	
5. Job Order for Repair and Maintenance	
5.1 Copy of ORS	BD / Concerned Employee
5.2 Duly signed Purchase Order	Concerned Employee
5.3 Pre-repair Evaluation/Inspection Report	
5.4 Approved Job Order Request	
5.5 BAC Resolution 5.6 Warranty Certificate, if applicable	PMD Service Provider
6. Discretionary/ Representation/ conference/	
entertainment and meeting expense	
6.1 Copy of ORS	BD / Concerned Employee
6.2 Official Receipt, Cash Invoice/Statement of	
Account	
6.3 List of Attendees/guest	Concerned Employee
6.4 Purpose of the expense	

 6.5 Authority to incur exp by authorized officia 6.6 Approve alternative r applicable 6.7 Certificate of expens concerned (for discr 7. Gasoline/ Fuel/ Oil/ Lut 7.1 Copy of ORS 7.2 Billing Statement/ Sta 7.3 Vehicle Trip Ticket 7.4 Requisition & Issue S 7.5 Consultancy Service 	I mode of procurement, if e by the official etionary) oricants		BD / Concerned E Concerned Em	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Prepare and submit the duly accomplished DV with approved Obligation Request and Status (ORS) and complete supporting documents to Accounting Division. 		None		Requesting unit / Concerned Employee
	 1.1 Receive and make initial review as to correctness of the amount 1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD) 1.3 Certify ORS as to availability of appropriations and fund obligation (box B) 1.4 Receive DV and certified ORS from BD 1.5 Review/evaluate/ process DV as to the completeness of its required documents Note: <i>-If incomplete, return DV and ask employee</i> 	None	7 Working Days	Accountant III, AD Accounting Staff / Clerk, AD Chief, BD Accounting Staff / Clerk, AD Accountant III / Supervising Accountant, AD

	concerned to		
	comply with the		
	requirements		
	-If complete,		
	evaluate and		
	process DV		
	1.6 Compute for		
	applicable taxes, if		Accountant III
	any		
	1.7 Prepare Certificate		
	of Taxes Withheld		
	(BIR Form		Accountant III
	2306/2307), if		
	applicable		
	1.8 Indicate and		
	record the DV		
	date, number,		
	particulars and		Data Encoder III
	amount in		
	individual index of		
	payment		
	1.9 Certify DV (Box C)		
	of as to availability		
	of cash,		
	completeness of		Chief,
	documents and if		AD
	amount claimed		
	proper 1.10		
	Release the		
	certified DVs		
			Accounting Staff (
	together with its		Accounting Staff /
	complete		Clerk,
	supporting		AD
	documents to the		
	Approving		
	Authority	Non-	De euro etimor contit (
2. Receive DV and its		None	Requesting unit /
supporting documents			Concerned
from AD		Nan	Employee
	2.1 Approve DV (box	None	Head of agency/
	D) as to approval		director /
	of payment		authorized
			representative
3. Submit approved DV		None	Requesting unit /
and its supporting			Concerned
documents to AD			Employee
	3.1 Receive submitted		
	documents and		

	check if the creditors/payees have a current or savings account (CA/SA) with authorized MDS- GSB. -If with existing account, prepare EMDS -If none, issue a Letter of Introduction (LOI) for the opening of account and prepare LDDAP when accomplished. -Once, creditors are included in the LDDAP, request for a provisional	None	7 Working Days (Complex Transaction)	Administrative Aide VI / Clerk, AD
	receipt, subject to replacement of OR immediately after actual receipt of payment			
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			Chief / Administrative Staff, AD
Total Number of Days			14 Working Days	

LEGAL SERVICES

(LS)



SUMMARY

Legal Services (LS)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION			
	EXTERNAL SERVICES					
1.	Issuance of Endorsement to DOJ for Non-Immigrant Visa Application	10 Calendar Days	Complex			
2.	Issuance of the Final Offer Letter to the Landowner(s) for Expropriation	20 Working Days	Highly Technical			
3.	Endorsement to the Office of the Solicitor General (OSG) for Expropriation	20 Working Days	Highly Technical			
	INTERNAL SERVICE					
4.	Certificate of Clearance of No Pending Case (For DOE Employees)	1 Working Day	Simple			



Legal Services

External Services



Issuance of Endorsement to DOJ for Non-Immigrant Visa Application

Office or Division:		Legal Services (L	_S)		
Classification:		Complex			
Type of Transactio	Type of Transaction: Government to Gov		Governmen	nt	
Who May Avail: Companies in the			e Upstrean	n Energy Sector	
CHECKLIST O	F REC	QUIREMENTS		WHERE TO S	ECURE
subcontractor, end	equest Valid Passport te of Employment /ed by a company engaged by a ractor, endorsement from Service or or Service Contractor to apply on			Provided by the	Applicant
CLIENT STEPS	AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Transmittal of Application to Records Management Division (RMD) 		Receives the Application and referral thereof to the Office of the Director, Energy Resource Development Bureau (ERDB)	None	1 Calendar Day	Records Officer, RMD
		Director forwards application to concerned Division (PRDD, CNMD)		1 Calendar Day	Director, ERDB
		Staff conducts Technical Evaluation, conducts technical evaluation and prepares the recommendation.		2 Calendar Days	Assigned staff of concerned division, ERDB
	1.4	Approves and signs the technical evaluation and forwards to the concerned LS Division.		1 Calendar Day	Director, ERDB
	1.5	Prepares the Certificate of			Concerned LS Division

Endorsement (COE), endorsement to LS-OD for approval	2 Calendar Days
1.6 Approves and Signs the COE; forwards approved COE to Records Management Division	2 Calendar <i>Director,</i> Days LS
1.7 Dry Seal and Releases COE to applicant	1 Calendar Records Officer, Day RMD
Total Number of Days	10 Calendar Days



Issuance of the Final Offer Letter to the Landowner(s) for Expropriation

This applies to all requests for issuance of final letter offer(s).

Office or Division:	Renewable Energ	Renewable Energy Legal Services Division (RELSD)				
Classification:	Highly Technical	Transactio	n			
Type of Transaction:	Government-2-Bu	isiness				
Who May Avail:	RE Service/Opera	ating Contr	act Holder(s)			
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SE	CURE		
 Initial offer letter from the landowner which was re 	•					
2. Land Due Diligence Stu	ıdy	_				
3. Property Appraisal		-	mment Financial I			
			experience in pro ndent property ap			
			ie Bangko Sentral			
 4. Supporting documents which may include but are not limited to: Names of the property owners; Lot numbers; Certificates of Title (OCT, TCT, CLOA) Tax Declaration numbers; Land technical description; Current market and zonal valuation of properties in the area where the affected properties are situated; and Any other documents that may substantiate the Developer's request for expropriation 		FEES				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Request addressed to the DOE for assistance to initiate expropriation proceedings1.1 Transmittal of the request to the Legal Services				Records Officer, Records Management Division		
1		1 Working Day	Director, Legal Services			
1	.3 Checking for completeness of documents	None		Concerned Personnel, Renewable		

	submitted based on the checklist		Energy Legal Services
	1.4 Referral of the request to the DOE Right-of-Way Task Force (ROW- TF)	1 Working Day	Division
	1.5 Evaluation and deliberation of the request	7 Working Days	ROW-TF
	1.6 Transmittal of the ROW-TF decision to LS	1 Working Day	ROW-TF
	1.7 Preparation of the final offer letter(s)	4 Working Days	Concerned Personnel, RELSD
	1.8 Endorsement to the Assistant Secretary Supervising Legal Services	1 Working Days	Director, Legal Services
	1.9 Approval and signing of the final offer letter(s)	4 Working Days	Assistant Secretary
 Receipt of final offer letters(s) 	2.1 Delivery of the final offer letter(s)	1 Working Day	Concerned Personnel, RELSD
Total Number of Day	'S	20 Working Days	;



Endorsement to the Office of the Solicitor General (OSG) for Expropriation

This applies to all endorsement letters to the Office of the Solicitor General (OSG) for expropriation.

0	ffice or Division:		Renewable Energy Legal Services Division (RELSD)					
С	lassification:		Highly Technical Transaction					
Ту	Type of Transaction:		Government-2-Rer	newable Energy (RE) Developer				
W	/ho May Avail:		RE Service/Operat	ing Contract	t Holder(s)			
	CHECKLIST OF	REC	QUIREMENTS		WHERE TO SEC	URE		
1.	Rejected Final Offer	⁻ Let	ter					
	CLIENT STEPS	A	GENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.	Informs the Legal Services of the landowner's rejection of the offer	1.1	Transmittal of the rejected Final Offer Letter to the Legal Services			Records Officer, Records Management Division		
		1.2	Endorsement to RELSD		1 Working Day	Director, Legal Services		
		1.3	Checking for completeness of documents submitted based on the checklist			Concerned Personnel, Renewable		
		1.4	Referral of the matter to the DOE Right-of- Way Task Force (ROW-TF)	None	1 Working Day	Energy Legal Services Division		
		1.5	Evaluation and deliberation of the request		7 Working Days	ROW-TF		
		1.6	Transmittal of the ROW-TF decision to LS		1 Working Day	ROW-TF		
		1.7	Preparation of the endorsement letter to the OSG for expropriation		4 Working Days	Concerned Personnel, RELSD		
		1.8	Endorsement to the Assistant		1 Working Day	Director, Legal Services		

Secreta Supervi Legal S	sing	
1.9 Approva signing endorse letter	of the 4 Working Days	Supv. Assistant Secretary
1.10 Delivery endorse letter to		Concerned Personnel, RELSD
Total Number of Days	20 Working Day	/S



Legal Services

Internal Services



Certificate of Clearance of No Pending Case (For DOE Employees)

Walk-In transaction only.

Office or Division:	General Legal S	Services Division (GLSD)			
Classification:	Simple Transact	tion			
Type of Transaction	Government-2-0	Governem	ent		
Who may avail:	DOE Employees	s and Offic	cials		
CHECKLIST OF REG	UIREMENTS	WHERE	TO SECURE		
1. Travel Order		Proper Authority			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of 1 Travel Authority	1. Issuance of Certificate of No Pending Case			Assigned Staff, GLSD	
1	2. Signature	None	1 Working Day	Division Chief, GLSD	
1			Assigned Staff, GLSD		
Total Number of Day		1 Working Day			

CONSUMER WELFARE AND PROMOTION OFFICE

(CWPO)



SUMMARY

Consumer Welfare Promotion Office (CWPO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION				
	EXTERNAL SERVICE						
1.	Complaints Handling Process	20 Working Days	Highly Technical				



Consumer Welfare Promotion Office

External Services



Complaints Handling Process

This applies to all transactions done through Walk-In, Voice Call, SMS, E-mail, Post-Mail and Referral.

Offic	ce or Division:		Consumer Welfare and Promotion Office (CWPO)				
Clas	sification:		Highly Technical Transaction				
Туре	ype of Transaction: Government-2-Cit		tizen				
Who	o May Avail:		Individuals who a energy products	re availing	energy services a	ind consuming	
C	CHECKLIST OF	REC	UIREMENTS		WHERE TO SE	CURE	
	illed-out complain omplainants)	it form	(for walk-in	Consum	er Welfare Promotio	on Office (CWPO)	
CL	LIENT STEPS	AG	SENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	odging of omplaints	1.1 F	eceive complaints		0.5 Working	Admin Aide / Assigned CWPO staff	
	1.3 T E C		valuate	None	Day	Division Chief / Assigned CWPO staff	
			ake Action / indorse to other OE unit/attached gency/stakeholder		19 Working Days	Admin Aide / Assigned CWPO staff	
		1.4 A R	pprove the resolution			Division Chief, CWPO	
cc th w	Client 2.1 Release and Record concurrence with the transaction the resolution (for walk-in complainants)			0.5 Working day	Admin Aide / Assigned CWPO staff		
Tota	Total Number of Days 20 Working Days				S		

INVESTMENT PROMOTION OFFICE

(IPO)



SUMMARY

Investment Promotion Office (IPO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERI		
1.	Provision of Investor Assistance and Support (Information Request Through E-mail In lieu of Walk-in Information Request) a. If the info is available at IPO b. If the info is not available at IPO	2 Working Hours 3 Working Hours	Simple
2.	Provision of Investor Assistance and Support (Request for Virtual Meeting Through IPO)	6 Working Hours	Simple



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

Office or Division:	Investment Promotion Office (IPO)				
Classification:	Simple Transaction				
Type of Transaction:	Government-2-Citize Government	en / Goverr	nment-2-Business	/ Government-2-	
Who May Avail:	Individuals / entities who seek investment assistance				
CLIENT STEPS	AGENCY ACTIONS FEES TO BE PAID FROCESSING PERSON TIME RESPONSIBLE				
1. Investor requests for information via e-mail	1.1IPO Staff records the transaction in the IASR System1.1.1If the information is available at the IPO, and the IPO Chief responds to the e-mail, IPO Chief / Staff sends the information via e-mail with the link to the DOE- IPO Investor and Assistance and Support 	PAID N / A		Chief / Staff, IPO	

	consolidates		
	and packages		
	the information		
	for the approval		
	of the IPO Chief		
	1.1.2		
	If the info is not		
	available at		
	IPO, IPO Chief /		
	Staff requests		
	for the info from		
	concerned		
	unit/s		
	1.1.3		
	Concerned		
	unit/s prepares		Concerned Unit/s
	and transmits		
	the info to IPO		
	1.1.3.1	<u> </u>	
	If the IPO Chief		
	responds to the		
	email, IPO		
	Chief / Staff		
	sends the		
	information via		Chief / Staff,
	e-mail with the		IPO
	link to the DOE-		
	IPO Investor		
	and Assistance		
	and Support		
	Request		
	Feedback Form		
	1.1.3.2		
	If the IPO Staff		
	responds to the		
	email, IPO Staff		
	consolidates		
	and packages		
	the information		
	for the approval		
	of the IPO Chief		
	1.2 IPO Chief		
	approves the		
	information to		Chief,
	be sent to the		IPO
	investor		

	1.3 IPO Chief / Staff sends the information via e-mail with the link to the DOE- IPO Investor and Assistance and Support Request Feedback Form	Chief / Staff, IPO	
2. Investor submits the filled-out feedback form	2.1 If the Investor did not submit the feedback form, IPO Staff follows-up the submission of the filled-out feedback form at most twice	Investor / IPO Staff	
	If the info is available at IPO	2 Working Hours	
Total Number of Days	If the info is not available at IPO	3 Working Hours	



Provision of Investor Assistance and Support (Request for Virtual Meeting Through IPO)

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 investment assistance			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Investor requests meeting through telephone or email / SMS / Viber	 1.1 IPO Chief / Staff records the transaction in the IASR System 1.2 IPO Staff checks the availability of the IPO Chief with the investor's preferred schedule 1.3 IPO Staff finalizes the schedule and creates an online appointment invitation and sends the meeting link to the investor 1.4 IPO Staff ends the transaction in the IASR System 1.5 Virtual meeting is conducted as scheduled 1.6 IPO Staff requests for evaluation from the investor and sends the link of 	N / A		Chief / Staff, IPO

	Investor Assistance and Support Request Feedback Form		
Total Number of Days	6 Working Hours		

PUBLIC AFFAIRS OFFICE

(PAO)



SUMMARY

Public Affairs Office (PAO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
1.	Arrangement of Phone and On- Cam Interviews with Media	1 Working Day	Simple
2.	Public Inquiries	3 Working Days	Simple
3.	Response to Sponsorship / Solicitation Letters	5 Working Days	Simple
4.	Secretary's Messages for Annual General Meeting Assemblies	14 Working Days	Complex



Public Affairs Office

External Services



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-Busir	less and C	overnment_2_Cov	/ernment
	_		overnment-2-60	/eniment
Who May Avail:	Media	FFFO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Media outfit requests for an interview with DOE officials via SMS, call, or Viber. 	1.1 Public Affairs Head/Public Relations Officers (PROs) will coordinate and confirm request with concerned DOE officials.		0.25 Working Day	Public Affairs Head / Public Relations Officers
	1.1.1 Confirm the Request			Public Affairs Head
	1.1.1.1 For On cam interviews, Public Relation Officers will set- up interview area, assist media and DOE officials during the interview, and perform other activities as required. For phone patch interviews, Public Relation Officers will monitor the	None	0.50 Working Day	Public Relations Officers

	perform other activities as required.		
	1.1.2 Request not confirmed.		
	1.1.1.2 Notify RP and/or re-schedule interview.	0.25 Working Day	Public Relations Officers
Total Number of Days		1 Working Day	



Public Inquiries

This applies to all inquiries from media and stakeholders.

Office or Division	Public Affairs Office	Public Affairs Office (PAO)		
Classification:	Simple Transaction	l		
Type of Transaction:	Government-2-Bus	iness and	Government-2-Go	overnment
Who May Avail:	Public			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Stakeholders, Media, and Individuals will send inquiries to DOE through phone call, e- mail, or social media (e.g. facebook) 	1.1 Public Relations Officers acknowledge and endorse concerns to appropriate bureaus. Daily schedule of answering queries received through the official DOE Social media sites is strictly observed by the officers in- charge.	None	3 days	Requesting Party/Public Affairs Office
Total Number of Day	Total Number of Days 3 Working Days			



Response to Sponsorship / Solicitation Letters

This applies to all sponsorship or solicitation requests from requesting agencies.

Office or Division	Public Affairs Office	(PAO)		
Classification:	Simple Transaction	Simple Transaction		
Type of Transaction:	Government-2-Busir	ness and G	overnment-2-Gov	vernment
Who May Avail:	Government Agenci	es, Univers	sities, Media, Priva	ate Companies
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Requesting agencies (i.e., universities, media, other government agencies, & private companies) sends their sponsorship or solicitation letters. 	1.1 Public Affairs Officer will receive and acknowledge letter of sponsorship or solicitation from requesting agencies.		1 Working Day	Requesting Party / Public Affairs Office
	1.2 PROs will forward request to the Public Affairs Head for response and signature.	nd None	2 Working Days	Public Affairs Head
	 Signed letter will be transmitted by Public Affairs Officer to the requesting agency. 		1 Working Day	Public Relations
	 Scanned copy will be sent via e-mail. Original copy will be sent via post. 		1 Working Day	Officers
Total Number of Days		5	Working Days	



Secretary's Video Messages for Annual General Meeting Assemblies

This applies to all message requests from electric cooperatives, local government units, and private companies

Office or Division:	Public Affairs Office	e (PAO)		
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Bus	iness and	Government-2-Go	overnment
Who May Avail:	Electric Cooperativ Companies	es, Local (Government Units	, and Private
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
will send or e-mail letter request to DOE-PAO	1.1 Public Affairs Officer will receive and acknowledge AGMA letter from the requesting party (via e-mail or from the Office of the Secretary and Office of the Undersecretary).		0.50 Working Day	Requesting Party / Public Affairs Office
	1.2 Public Affairs Head will assign a request to a Public Relations Officer.	None	0.50 Working Day	Public Affairs Head
	 1.3 Public Relations Officer will prepare initial draft of Secretary's <u>Message</u>. 1.4 Writer will transmit initial draft to Public Affairs Head for initial approval. 1.5 Approved initial draft will be forwarded to the 		5 Working Days	Public Relations Officer

Total Number of Day	via e-mail. s	14 Working Days	
	2.0 Final version of video message will be transmitted to the requesting party	1 Working Day	
	ITMS for printing of message 1.9 Recording and editing of Video message		Public Relations Officer
	1.8 Approved message from OSEC will be transmitted to	7 Working Days	
	1.7 Public Affairs Head will approve final message for transmittal to OSEC.		Public Affairs Head
	Bureau concerned vetting. 1.6 Writer to finalize and format message.		Public Relations Officer

LUZON FIELD OFFICE

(LFO)



SUMMARY

Luzon Field Office (LFO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERNAL	SERVICES	
1.	Issuance of Certification for Hauler	7 Working Days	Complex
2.	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)	20 Working Days	Highly Technical
3.	Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MROs)	20 Working Days	Highly Technical
4.	Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs)	20 Working Days	Highly Technical
5.	Issuance of Standards Compliance Certificate (SCC) for Dealer	20 Working Days	Highly Technical
6.	Issuance of Standards Compliance Certificate (SCC) for Hauler	20 Working Days	Highly Technical
7.	Issuance of Standards Compliance Certificate (SCC) for Marketer	20 Working Days	Highly Technical
8.	Issuance of Standards Compliance Certificate (SCC) for Refiller	20 Working Days	Highly Technical
9.	Issuance of Standards Compliance Certificate (SCC) for Retailer	20 Working Days	Highly Technical



Issuance of Certification for Hauler

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 (OIMB)	
Classification:	Complex		
Type of Transaction:	Governemer	nt-2-Business	
Who May Avail:	owns a tank business, wi	ator, owner or proprietor of the Retail Outlet who truck to transport Liquid Fuels for its retailing hether by land or via sea-cargo vessel from their ctly to their own Retail Outlet	
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
1. Prior Notice			
1.1 Filled-out and notarize application form comp following information:	olete with the		
1.1.1 Business name, addr telephone number, fa and e-mail address of business office;	x number	Drovided by Applicant	
1.1.2 Location and complet the establishment; an		- Provided by Applicant	
1.1.3 Name of dealer/retaile authorized representa partnership/corporation e	ative if		
2. Supporting Documents (Cer Copies)			
2.1 LTO OR/CR of Tank		LTO	
2.2 DOST Calibration Ce the Tank Truck/s	runcate for	DOST	
2.3 Permit to Transport F Liquid by Tank Truck Conveyance Permit	or	BFP	
2.4 COC of Retail Outlet/ 2.5 Payment of fee	S	Provided by Applicant	
Notes:			
1. Original copy of the above of shall be presented to OIMB authentication purposes			

	ny; Secretary's poration) or notarized r (for company) shall ing that the authorized to on behalf of the			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Luzon Field Office	1.1Reviews completeness of documents against checklist of requirement1.1.1If complete, staff issues order of payment for fees (treasury) and order of submission (Records Management Division)1.1.2If incomplete, staff returns documents to client.	N / A		Officer of the day, Luzon Field Office
2. Filing of application to Oil Luzon Field Office	2.1 Issues order of payment for fees (treasury) and order of submission (Records Management Division)			<i>Officer of the day,</i> Luzon Field Office

3. Payment of applicable fees	3.1 Processes payment and issues Official Receipt	Ack. of Notice/ Engagement on the DOI – Php 500.00 Certification for Hauler - Php 550.00		LFO Collecting Officer
4. Submission of application to Office of the Director Records	4.1 Official Acceptance of application		0.5 Working Day	<i>Receiver,</i> Office of the Director Records
	4.1.1 Endorses application to EIMD			
	4.2 Receives application and assigns to respective division			<i>Admin Staff,</i> Office of the LFO Director
	4.3 Receives application and assigns to respective section/ personnel	N / A		<i>Admin Staff,</i> Office of the Division Chief
	4.4 Processes application and prepares Certification		4.5 Working Days	Science Research Specialist, Respective Division
	4.5 Reviews the evaluation and action on the application of SCC			Supv. SRS, Respective Division
	4.6 Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC			Division Chief, Respective Division

	4.7 Reviews and endorses the application for		Acting Executive Assistant, Office of the LFO
	Director's approval		Director
	4.8 Reviews and approves endorsed application	2 Working Days	<i>Director,</i> Office of the LFO Director
5. Receipt of Certification	5.1 Releases approved application to respective division		<i>Admin Staff,</i> Office of the LFO Director
	5.2 Encodes Certification		
	5.3 Releases application to the client		
	5.3.1 Files copy of the application and action for safekeeping		Admin Staff, Respective
	5.3.2 Provides copy to Office of the LFO Director Records		Division
Total Number of	Days	7 Working Days	



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

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:	Luzon Field Office		
Classification:	Highly Technical		
Type of Transaction:	Government-2-Busines	SS	
Who May Avail:	Entities intending to er Liquid Fuels	ngage in the business of retailing of	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. Prior Notice			
complete with th copy)	otarized application form ne following information: (1		
number, fax nur the business of	,		
1.1.2 Location and co Retail Outlet; ar		Provided by Applicant	
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative			
 A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy) 			
Supporting Documen			
 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	
 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	
 List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy) 		Provided by Applicant	
 Scaled lay-out plan sho pumps, underground st 	wing the island/dispensing orage tanks, cashier's booth measurement) (1 copy)	Engineering Procurement Construction Contractor	
7. Latest photographs (in		Provided by Applicant	

	7.1 Full/front, right, and left side views of the	
	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	
8.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
	copy)	-
9.	Payment of fee	Provided by Applicant
	Supporting Documents for Renewal	
1.	Filled-out and notarized application form complete	Provided by Applicant
	with the following information: (1 copy)	, , , ,
	a. Business name, address, telephone number, fax number and e-mail address of	
	the business office;	
	b. Location and complete address of the	
	Retail Outlet; and	
	c. Name of dealer/retailer or authorized	
	representative if	
	partnership/corporation/cooperative	
2.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
3.	Authenticated copy of the valid Supply Agreement	
	or original Supplier's Certificate from an OIMB-	OIMB-registered distributor/ supplier
	registered distributor/supplier with validity period (1	
	copy)	
4.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
_	copy)	
5.	Latest photographs (in 5R size) showing:	
	a. Full/front, right, and left side views of the retail outlet	
	b. Required stickers/labels for RON, E10 and	Provided by Applicant
	B2, among others	
	c. Price display board	
	d. Safety and informational signs	
6.	Photocopy of previous COC	
7.	Payment of Fee	Provided by Applicant
· ·	T ayment of T CC	
8.	Reportorial Requirements (Under oath; submitted	
	every 30 th day of January)	
9.	Data on Purchase, Sales and Inventory in Volume	
	(1 copy)	Provided by Applicant
10.	Authenticated copy of the valid Supply Agreement	
	or original Supplier's Certificate from an OIMB-	OIMB-registered distributor/ supplier
	registered distributor/supplier with validity period (1	
	сору)	
Note	S:	
1.	Original copy of the above documents shall be	
	presented to OIMB for authentication purposes	
2		
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for	
	corporation) or notarized Authorization Letter (for	
L		

	applicant/person i	e required indicating that s authorized to transact v prporation/company.			
С	LIENT 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	N / A		<i>Officer of the day,</i> Luzon Field Office
		1.1.1 If complete, staff provides DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services			
		1.1.2 If incomplete, staff returns to client.			
2.	Filing of DOE SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checks the database if LFRO has record of pending case	Admin fine (if applicable)		Division Chief or Director, Legal Services
		2.2.1 If no pending case, notes continue processing of COC			
		22.2 If with pending case, notes hold in abeyance processing of COC			
3.	Filing of application to Luzon Field Office	3.1 Issues order of payment for fees (treasury) and order of submission (Office of the Director Records)	N / A		<i>Officer of the day,</i> Luzon Field Office
4.	Payment of applicable fees	4.1 Processes the payment and issues Official Receipt	Ack. of Notice – Php 500.00		LFO Collecting Officer

				Application		
				Fee –		
				Php. 3000.00		
5.	Submission of application to LFO-Office of the Director Records	5.1	Official Acceptance of application		0.5 Working Day	
	1000103		5.1.1 Endorses the application to EIMD			<i>Receiver,</i> LFO-Office of the Director Records
		5.2	Receives application and assigns to respective division			<i>Admin Staff,</i> Office of the LFO Director
		5.3	Receives application and assigns to respective section/ personnel		9.5 Working Days	<i>Admin Staff,</i> Office of the Division Chief
			Processes application and prepares the COC	N / A		Science Research Specialist, Respective Division
			Reviews the evaluation and action on the application of SCC			<i>Supv. SRS,</i> Respective Division
		5.6	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC		5 Working Days	<i>Division Chief,</i> Respective Division
		5.7	Reviews and endorses application for the Director's approval			Acting Executive Assistant, Office of the LFO Director
		5.8	Reviews and approves the endorsed application		5 Working Days	<i>Director,</i> Office of the Bureau Director
6.	Receipt of approved COC	6.1	Releases approved application to			<i>Admin Staff,</i> Office of the Bureau Director

	division 2 Encodes the COC 3 Releases the application to client 6.3.1		-
	Files copy of the application and action for safekeeping		Admin Staff, Respective Division
	6.3.2 Provides copy to Records Management Division		
Total Number of Days		20 Working Days	5



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

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:	Luzon Field Office		
Classification:	assification: Highly Technical		
Type of Transaction:	Government-2-Business		
Who May Avail:	Entities intending to engage in Fuels which is constructed nea exclusively to serve the fuel red		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
complete with th 1.1.1 Business name number and e-r office; 1.1.2 Location and co Outlet; and 1.1.3 Name of dealer representative i partnership/corp 2. A Notice of Undertaki committed by dealer, copy)	poration/cooperative ng on liability in case of violations operator, owner or proprietor (1	Provided by Applicant	
3. Supporting Docume			
3.1 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	
technology can atmosphere and by the Engineer	cation that the materials and withstand sea water or corrosive d actions of waves on the issued ing Procurement Construction dealer/owner of the Retail Outlet	Engineering Procurement Construction Contractor	

	supported by copy of valid PRC ID and/or BOSH	
	Certificate (1 copy)	
	3.3 Manufacturer's safety certification on the storage	
	tank (1 copy)	Manufacturer
	3.4 List of dispensing pumps/hoses and underground	
	storage tank/s with corresponding capacity/ies	Provided by Applicant
	per product (1 copy)	, , , , , , , , , , , , , , , , , , , ,
	3.5 Scaled lay-out plan showing the	
	island/dispensing pumps, underground storage	Engineering Procurement
	tanks, cashier's booth and other facilities (with	Construction Contractor
	measurement) (1 copy)	
4.	Latest photographs (in 5R size) 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	
5.	DOE SCC/COC Clearance of No Pending Case (1	Land Comisso
	copy)	Legal Services
6.	Payment of fee	Provided by applicant
7.	Supporting Documents for Renewal	
	7.1 Filled-out and notarized application form	Drovided by epplicant
	complete with the following information: (1 copy)	Provided by applicant
	7.1.1	
	Business name, address, telephone number, fax	
	number and e-mail address of the business	
	office;	
	1.1.1	
	Location and complete address of the Retail	
	Outlet; and	
	1.1.2	
	Name of dealer/retailer or authorized	
	representative if	
	partnership/corporation/cooperative	
8.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
9.	Authenticated copy of the valid Supply Agreement or	
	original Supplier's Certificate from an OIMB-registered	OIMB-registered distributor / supplier
	distributor/supplier with validity period (1 copy)	• ····= · · • • • • • • • • • • • • • •
10		
10.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
	сору)	
11	Latest photographs (in 5R size) showing:	Provided by Applicant
<u> </u>	11.1 Full/front, right, and left side views of the retail	
	outlet	
	11.2 Required stickers/labels for RON, E10 and B2,	
	among others	
	11.3 Price display board	
<u> </u>	11.4 Safety and informational signs	
L		

12.	Photocopy of pr	evious COC		Provided	by Applicant
-	Payment of Fee				· / · · · · · · · · ·
		uirements (Under oath; s			
	30 th day of Janu				
		Purchase, Sales and Inve	entory in	Provided	by Applicant
	Volume		,		5 11
		cated copy of the valid Su	ylqqu		
		ent or original Supplier's (
		B-registered distributor/su		OIMB-registered	distributor/ supplier
		eriod (1 copy)			
Note					
1.	Original copy of	the above documents sh	all be		
		MB for authentication pur			
2.		s a representative of the			
	corporation/com	pany; Secretary's Certific	cate (for		
	corporation) or r	notarized Authorization Le	etter (for		
	company) shall	be required indicating that	at the		
	applicant/persor	n is authorized to transact	t with DOE on		
	behalf of the cor	poration/company.			
			FEES TO	PROCESSING	PERSON
CL	IENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
			DE FAID		RESPONSIBLE
1.	Filing of	1.1 Reviews			
	application to	completeness of			
	Luzon Field	documents	N / A		
	Office	against checklist			
		of requirement			
		1.1.1			
		If complete, staff			
		provides DOE			Officer of the day,
		SCC/COC			Luzon Field
		Clearance of No			Office
		Pending Case to			
		be filed on Legal			
		Services			
		1.1.2			
		If incomplete,			
		staff returns to			
		client.			
2.	Filing of DOE	2.1 Checks database			
	SCC/COC	if LFRO has			Division Chief or
	Clearance of	record of pending	Admin. Fine,		Director.
	No Pending	case	if applicable		Legal Services
	Case to Legal				
	Services				
		2.1.1			
		If no pending			
		case, notes			
1		continue		1	1

			processing of COC			
			2.1.2			
			If with pending			
			case, notes hold			
			in abeyance			
			processing of			
			COC			
3.	Filing of	3.1				
0.	application to	0.1	payment for fees			
	Luzon Field		(treasury) and			Officer of the day,
	Office		order of	N/A		Luzon Field
			submission			Office
			(Office of the			
			Director Records)			
4.	Payment of	4.1	Processes	Ack. of		
	Applicable		payment and	Notice –		
	fees		issues Official	Php 500.00		LFO Collecting
			Receipt			Officer
				Application		Cinicol
				Fee –		
	<u></u>		0.55	Php. 3000.00		
5.	Submission of	5.1				
	application to		Acceptance of		0.5 Working	
	the Office of		application		Day	Dessiver
	the Director Records					<i>Receiver,</i> Office of the
	Records		5.1.1			Director Records
			Endorses			Director Necords
			application to			
			EIMD			
		5.2	Receives			
		•	application and			Admin Staff,
			assigns to		9.5 Working	Office of the LFO
			respective		Days	Director
L			division	N/A		
		5.3	Receives			
			application and			Admin Staff,
			assigns to			Office of the
			respective			Division Chief
			section/			
L			personnel			
		5.4	Processes			Science
			application and			Research
			prepares COC			Specialist,
						Respective
<u> </u>			Deviewe the			Division
		5.5	Reviews the		E Morking Dave	Supv. SRS,
			evaluation and		5 Working Days	Respective
			action on the			Division

	and the strenge of		
	application of SCC		
	5.6 Reviews the		
	evaluation and		
	action on the		
	application, and		Division Chief,
	endorses to the		Respective
	Office of the		Division
	Bureau Director,		
	SCC		
	5.7 Reviews and		Acting Executive
	endorses		Acting Executive Assistant,
	application for		Office of the LFO
	Director's		Director
	approval		Birootoi
	5.8 Reviews and		Director,
	approves	5 Working Days	Office of the LFO
	endorsed		Director
6 Receipt of	application 6.1 Releases		
approved	approved		Admin Staff,
COC	application to		Office of the LFO
000	respective		Director
	division		Dirottor
	6.2 Encodes COC		Admin Staff,
			Respective
			Division
	6.3 Releases		
	application to		
	client		
	6.3.1		
	Files copy of the		
	application and		Admin Staff,
	action for		Respective
	safekeeping 6.3.2		Division
	Provides copy to		
	the Office of the		
	LFO Director		
	Records		
Total Number of I		20 Working Days	;



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

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:	Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Bus	iness
Who May Avail:	Liquid Fuels (LF) a	o engage in the business of retailing of s a result of emerging technologies that ration of "bote-bote".
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
1. Prior Notice		
form complete information: (1	notarized application with the following copy)	
number, fax nu address of the	e, address, telephone ımber and e-mail business office;	
1.1.2		
the Retail Outl	omplete address of et; and	Provided by Applicant
 1.1.3 Name of deale authorized rep partnership/co A Notice of Undertakin of violations committe owner or proprietor (1 	resentative if rporation/cooperative ng on liability in case d by dealer, operator,	
3. Supporting Docume		
3.1 Authenticated Supply Agreen Supplier's Cert	copy of the valid nent or original ificate from an OIMB- ibutor/supplier with	OIMB-registered distributor/ supplier
3.2 Endorsement/ concerned Loc stating to the e	Certification from the al Government Unit, ffect that the TSRO is of addressing the	LGU

		proliferation of "bote-bote" retailing	
		in the area and 1-km radius distance	
		from another Retail Outlet (1 copy)	
	3.3	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	Facilities and product safety certifying bodies
		Laboratory (NRTL), European	
		Conformity (CE), Regulatory	
		Compliance Mark (RCM), Product	
		Safety Electrical Appliance and	
		Material (PSE), among others (1	
	0.1	copy)	
	3.4	List of dispensing pumps/hoses and	
		underground storage tank/s with	Provided by Applicant
		corresponding capacity/ies per	5 11
	2 5	product (1 copy)	
	3.5	Scaled lay-out plan showing the	
		island/dispensing pumps,	Engineering Procurement Construction
		underground storage tanks, cashier's booth and other facilities	Contractor
	3.6	(with measurement) (1 copy) Latest photographs (in 5R size)	
	3.0	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	
	3.7	DOE SCC/COC Clearance of No	
		Pending Case (1 copy)	Legal Services
	3.8	Payment of fee	Provided by Applicant
4.		orting Documents for Renewal	
	4.1	Filled-out and notarized application	
		form complete with the following	Provided by Applicant
		information: (1 copy)	
		4.1.1 Business name, address,	
		telephone number, fax	
		number and e-mail address	
		of the business office;	
		4.1.2 Location and complete	
		address of the Retail Outlet;	
		and	
1		4.1.3 Name of dealer/retailer or	
1		authorized representative if	

		partnership/corporation/coop	
		erative	
	4.2	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
	4.3	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
	4.4	DOE SCC/COC Clearance of No Pending Case, as applicable (1 copy)	Legal Services
	4.5	Latest photographs (in 5R size) showing:	Provided by Applicant
	a. Full/front, right, and left side views of the retail outlet		
		 Required stickers/labels for RON, E10 and B2, among others 	
		c. Price display board	
		d. Safety and informational signs	
	4.6	Photocopy of previous COC	Provided by Applicant
-	4.7	Payment of Fee	
5.		rtorial Requirements (Under oath; hitted every 30 th day of January)	
	5.1	Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant
	5.2	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
No	tes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes		
2.	corpo Certif Autho requir is aut	applicant is a representative of the oration/company; Secretary's icate (for corporation) or notarized orization Letter (for company) shall be red indicating that the applicant/person horized to transact with DOE on f of the corporation/company.	

CI	LIENT 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	N / A		
		1.1.1 If complete, staff provides DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services			<i>Officer of the day,</i> Luzon Field Office
		1.1.2 If incomplete, staff returns documents to client.			
2.	Filing of DOE SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checks database if LFRO has record of pending case	Admin. Fine, if applicable		Division Chief or Director, Legal Services
		2.2 If no pending case, notes continue processing of COC			
		2.3 If with pending case, notes hold in abeyance processing of COC			
3.	Filing of application to Luzon Field Office	3.1 Issues order of payment for fees (treasury) and order of submission (Office of the Director Records)	N / A		<i>Officer of the day,</i> Luzon Field Office
4.	Payment of Applicable fees	4.1 Processes of payment and issues Official Receipt	Ack. of Notice – Php 500.00		LFO Collecting Officer

				Application		
				Fee –		
				Php. 3000.00		
5.	Submission of application to the Office of the Director Records	5.1	Official Acceptance of application		0.5 Working Day	<i>Receiver,</i> Office of the
			5.1.1 Endorses application to OIMB			Director Records
		5.2	Receives application and assigns to respective division		0 E Marking	<i>Admin Staff,</i> Office of the LFO Director
		5.3	Receives application and assigns to respective section/ personnel		9.5 Working Days	<i>Admin Staff,</i> Office of the Division Chief
			Processes application and prepares COC	N / A		Science Research Specialist, Respective Division
			Reviews the evaluation and action on the application of SCC			Supv. SRS, Respective Division
		5.6	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC		5 Working Days	Division Chief, Respective Division
		5.7	Reviews and endorses application for Director's approval		5 Working Days	Acting Executive Assistant, Office of the LFO Director
		5.8	Reviews and approves endorsed application			<i>Director,</i> Office of the LFO Director

6. Receipt of approved COC	6.1 Releases approved application to respective division		<i>Admin Staff,</i> Office of the LFO Director
	 6.2 Encodes COC 6.3 Releases application to client 6.3.1 Files copy of the application and action for safekeeping 6.3.2 		Admin Staff, Respective Division
Total Number of I	Provides copy to the Director Records	20 Working Days	



Issuance of Standards Compliance Certificate (SCC) for Dealer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Luzon Field Offic	ce
Classification:	Highly Technica	l
Type of Transaction:	Government-2-E	Business
Who May Avail:	Entities intending	g to engage in the business of distribution of
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE
1. Application Form 1.1 Filled-out and notarized form complete with the information: 1.1.1 Business name, addeemail address; 1.1.2 Location and completed complete by the completed proprietorship, or partnership, or auther representative in carbonal completes and	the following dress, telephone / ete address of s; ase of single artners in case of orized	Provided by Applicant
2. Supporting Documents	. ,	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Busi SEC	ness from DTI or	
2.2 Mayor's / Business		LGUs for every municipality
2.3 Fire Safety Inspectio Occupancy (for new facility)	ly constructed	Bureau of Fire Protection (BFP) – provided by applicant
2.4 Supply Agreement v from brand-owner (S	SCC-holder)	Agreement with oil companies - Provided by applicant
2.5 List of trained and q personnel/servicem Certificate of Trainir	en (Submit	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)

retailers 2.7 List of vehicles number, capaci 3 Supporting Docum 3.1 Registration of I expired or SEC an amendment 3.2 Mayor's / Busine 3.3 Supply Agreem from brand-own expired	• /		Provided by appli DTI or SEC GUs for every mun Provided by appli	icipality cant
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Applications may be filed via walk- in, mailed to the DOE-LFO OD or received at the DOE Records 	 1.1 Reviews completeness of documents against checklist of requirement 1.2 If complete, staff prepares 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, 	N / A		Officer of the day/Assigned Staff, Luzon Field Office

				r	
			return all		
			submitted		
			documents to		
			applicant		
2.	Checking of	2.1	Assessment of		
	pending cases		the Office of		
	perialing babbe		Legal Services		
			Clearance		
		0.0			
		2.2	If no pending		
			case, staff		
			prepares		
			assessment		
			for the		
			payment of		
			application fee		
		2.3	If with pending		
			case, staff		
			informs the		
			applicant to		
			pay the		
			penalties to		
			Treasury		Office of the
			Division		Legal Services
		2.4	Subject to		Legal Oct Vices
		2.4			
			Legal		
			Clearance		
			(Hold		
			processing of		
			application /		
			continue		
			processing but		
			hold release of		
			SCC)		
3.	Payment of	3.1	Processes	Ack. of	
	applicable fees		payment and	Notice /	
			issues Official	Engagement	
			Receipt	on the DOI –	
		3.2	Unpaid	Php 500.00	
			application		
			shall not be	SCC for LPG	
			received	Est. for 3	LEO Collecting
		3.3	COMs does	years (New	LFO Collecting
		5.5		Application)	Officer
			not confirm	– Php 3000.00	
			payment / No	3000.00	
			OR presented;	SCC for LPG	
			COMS does	Est.for 3	
			not confirm	years	
			payment / No	(Renewal) –	
			OR presented	Php 2500.00	
L		L		1 110 2000.00	

	<u> </u>			_		
4.	Submission of application to the LFO Director Records	4.1	Official acceptance of application		0.5 Working Day 0.5 Working Day	<i>Receiver,</i> Office of the
		4.2	Endorses application to EIMD			Director Records
		4.3	Receives application and assigns to respective division	N / A		
		4.4	Staff stamps received applications with both date and time and a unique control number			Admin Staff, Office of the LFO Director
		4.5	Official acceptance of application for the issuance of SCC for LPG est.			<i>Receiver,</i> LFO – Energy Industry Management Division (EIMD)
		4.6	Endorses application to assigned processor for the issuance of SCC			Officer of the day/assigned staff, EIMD
		4.7	Processes application for the issuance of SCC		8 Working Days	Science Research Specialist, EIMD
		4.8	Reviews the evaluation and action on the application of SCC	N / A	5 Working Days	Supv. SRS, EIMD
		4.9	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC			Division Chief, EIMD
		4.10			5 Working Days	Acting Executive Assistant,

	4.11	SCC application for Director's approval Reviews and			Office of the LFO Director
	4.11	approves the SCC application			<i>Director,</i> Office of the LFO Director
5. Receipt of SCC and acknowledgement	5.1	Releases the approved application to respective division			<i>Admin Staff,</i> Office of the LFO Director
	5.2	Releases the application to client			
	5.3	Files copy of the application and action for safekeeping		1 Working Day	Admin Staff, EIMD
	5.4	Provides copy to the LFO Office of the Director Records			
Total Number of Days			:	20 Working Days	5



Issuance of Standards Compliance Certificate (SCC) for Hauler

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Luzon Field Offic	ce		
Classification:	Highly Technica	Transaction		
Type of Transaction:	of Transaction: Government-2-Business			
Who May Avail:		g to engage in the business of transportation, delivery of LPG in bulk, or in cylinders from one ;		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1.Application Form1.1Filled-out and no application form of the following info1.1.1Business name, telephone / emai1.1.2Location and con of LPG establish1.1.3Name of owner in proprietorship, or case of partnersh 	complete with rmation: address, l address; nplete address ment/s; n case of single partners in nip, or sentative in case	Provided by Applicant		
2. Supporting Docume Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant		
2.1 Registration of B DTI or SEC	usiness from			
2.2 Mayor's / Busine	ess Permit	LGUs for every municipality – provided by applicant		
2.3 Conveyance Per Bureau of Fire Pi		Bureau of Fire Protection (BFP) – provided by applicant		

	2.4 Hauling Cont	tract	Agreement from oil companies - Provided by applicant		
	plate number	oulk LPG l, capacity, OR/CR,	Provided by applicant, DOST for calibration certificate		
	2.6 List of delive the transport	ry trucks/vehicles for of LPG in cylinders I, plate number and	F	^D rovided by appl	licant
3.	Supporting Do Renewal)	cuments (for		DTI or SEC	
	3.1 Registration of DTI, if expire Registration, amendment 3.2 Mayor's / But	d or SEC if there's an		ls for every mur	nicipality
	expired		LGUs for every municipality		
	3.3 Hauling Cont		Provided by applicant ust be presented for authentication process		
	"Original copy of	above documents m			
	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 OD or received at the DOE Records	1.1 Reviews the completeness of documents against checklist of requirement			Officer of the day/Assigned Staff, Luzon Field Office
		 1.2 If complete, staff prepares filled-out form for "Office of the Legal Services Clearance) 1.3 Incomplete 			
		1.3 incomplete submissions shall not be accepted 1.4 If mailed,			
		applicant shall be notified accordingly by the Division concerned			

				1		
		1.5	()			
			letter if			
			incomplete for			
1			the first time. If			
			next			
			submission is			
			still			
			incomplete,			
1			return all			
			submitted			
1			documents to			
			applicant			
2.	Checking of	2.1	Assessment of			
	pending cases		the Office of			Office of the
			Legal Services			Legal Services
			Clearance			5
		2.2	If no pending	1	†i	
			case, staff			
			prepares			
			assessment			
			for the			
			payment of			
			application fee			
		2.3	If with pending	 	<u> </u> i	
		۷.۵	case, staff			
			informs the			
			applicant to			
			pay the			
			penalties to			
			Treasury			
		0.4	Division	 		
1		2.4	Subject to			
			Legal			
			Clearance			
			(Hold			
			processing of			
			application /			
			continue			
			processing but			
			hold release of			
			SCC)		I	
3.	Payment of	3.1	Processes the	Ack. of		
	applicable fees		payment and	Notice /	1	LFO Collecting
			issues Official	Engagement		Officer
			Receipt	on the DOI –		
		3.2	Unpaid	Php 500.00		
			application		1	
			shall not be	SCC for LPG		
			received	Est. for 3		
·		1		·	•	

		3.3	COMs does not confirm payment / No	years (New Application) – Php 3000.00		
			OR presented; COMS does not confirm	SCC for LPG est. for 3		
			payment / No OR presented	years (Renewal) – Php 2500.00		
4.	Submission of	4.1	Official			
	application to the LFO Director Records		acceptance of application		0.5 Working	<i>Receiver,</i> Office of the LFO
		4.2	Endorses application to EIMD		Day	Director Records
		4.1	Receives application and assigns to respective division	N / A		
		1 1				
		4.4	Staff stamps received			
			applications			Admin Staff,
			with both date			Office of the LFO Director
			and time and a			Director
			unique control			
		4.5	number Official			
		4.5	acceptance of			Receiver,
			application for		0.5 Working	LFO – Energy
			the issuance		Day	Industry Managament
			of SCC for		-	Management Division (EIMD)
			LPG est.			
		4.6	Endorses			Officer of the
			application to assigned			Officer of the day/assigned
			processor for			staff,
			the issuance			EIMD
			of SCC			
		4.7	Processes	N/A		Science
			application for		8 Working	Research
			the issuance of SCC		Days	Specialist, EIMD
		4.8	Reviews the			
			evaluation and			
			action on the		5 Working Days	Supv. SRS, EIMD
			application of		Days	
			SCC			

	4.9	Reviews the evaluation and		
		action on the application, and endorses to the Office of the Bureau Director, SCC		Division Chief, EIMD
	4.10	Reviews and endorses the SCC application for Director's approval	5 Working Days	Acting Executive Assistant, Office of the LFO Director
	4.11	Reviews and approves the SCC application		<i>Director,</i> Office of the LFO Director
5. Receipt of SCC and acknowledgement	5.1	Releases the approved application to respective division		<i>Admin Staff,</i> Office of the LFO Director
	5.2	Releases the application to the client		
	5.3	Files copy of the application and action for safekeeping	1 Working Day	Admin Staff, EIMD
	5.4	Provides copy to the LFO Director Records		
Total Number of Day	/S		20 Working Day	s



Issuance of Standards Compliance Certificate (SCC) for Marketer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division: Luzon Field Office					
Classification:	Highly Technical				
Type of Transaction:	Government-2-Bu	isiness			
Who May Avail:	Entities intending retail, under its ov	to engage in sale of LPG whether in bulk or vn name			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE			
1. Application Form					
1.1 Filled-out and not form complete wi information:					
/ email address;	address, telephone				
LPG establishme	nplete address of nt/s;	Provided by Applicant			
1.1.3 Name of owner ir proprietorship, or partnership, or au representative in corporation	partners in case of uthorized				
2. Supporting Docume	nts (1 st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
2.1 Registration of B or SEC	usiness from DTI				
2.2 Registration of Br Intellectual Prope		Intellectual Property Office – provided by applicant			
2.3 Mayor's / Busines	2	LGUs for every municipality – provided by applicant			
2.4 Fire Safety Inspe Occupancy (for n facility)		Bureau of Fire Protection (BFP) – provided by applicant			

Vessel from th Labor and Em	rate Unfired Pressure ne Department of nployment (DOLE)		f Labor and Emplo provided by applic		
SCC-holder (it facility)	act / Agreement with f without refilling		Provided by applicant		
	vicemen (Submit	associatio	inings of Oil Com ns such as LPGIA	and PLPGA	
Certificate of 1 2.8 Names and ac		()	Provided by applic	cant)	
dealers/author	rized retailers	F	Provided by applic	cant	
	s used for the LPG del, make, plate city)	F	Provided by applic	cant	
	ments (for Renewal)		DTI or SEC		
expired or SE there's an am					
3.2 Mayor's / Busi expired		LGU	Js for every muni	cipality	
without refilling	th SCC-holder (if g facility), if expired	Provided by applicant			
*Original cor	by of above document	ts must be pres	ented for authen	tication process	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Applications may be filed via walk-in, mailed to the DOE- LFO OD or received at the DOE Records 	1.1 Reviews the completeness of documents against checklist of requirement			Officer of the day/Assigned Staff, Luzon Field Office	
	1.2 If complete, staff prepares filled-out form for "Office of the Legal Services Clearance)				
	1.3 Incomplete				

	1			1	
	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	2.1	Assessment of			
pending cases		the Office of			Office of the
		Legal Services			Legal Services
		Clearance			-
	2.2	If no pending			
		case, staff			
		prepares			
		assessment			
		for the			
		payment of			
		application fee			
	2.3	If with pending			
		case, staff			
		informs the			
		applicant to			
		pay the			
		penalties to			
		Treasury			
		Division			
	24				
	2.4	Subject to			
		Legal			
		Clearance			
		(Hold			
		processing of			
		application /			
		continue			
		processing but			
		hold release of			
		SCC)			
3. Payment of	3.1	Processes			
applicable fees	0.1	payment and	Ack. of Notice		
		issues of	/ Engagement		LFO Collecting
		Official	on the DOI –		Officer
			Php 500.00		
	0.0	Receipt			
	3.2	Unpaid	SCC for LPG		
		application	Est. for 3		
		shall not be	years (New		
		received			

	0.0		Application		
	3.3	COMs does not confirm payment / No OR presented; COMS does not confirm payment / No OR presented	Application) – Php 3000.00 SCC for LPG EST. for 3 years (Renewal) – Php 2500.00		
4. Submission of application to the LFO Director Records	4.1	Official acceptance of application		0.5 Working Days	<i>Receiver,</i> Office of the LFO Director
	4.2	Endorses application to EIMD		,	Records
	4.3	Receives application and assigns to respective division			Admin Staff,
	4.4	Staff stamps approved application with both date and time and a unique control number		0.5 Working Days 8 Working Days	Office of the LFO Director
	4.5	Official acceptance of application for the issuance of SCC for LPG est.	N / A		<i>Receiver,</i> LFO-Energy Industry Management Division (EIMD)
	4.6	Endorses application to assigned processor for the issuance of SCC			Officer of the day/assigned staff, EIMD
	4.7	Processes the application for the issuance of SCC			Science Research Specialist, EIMD
	4.8	Reviews the evaluation and action on the application of SCC		5 Working Days	Supv. SRS, EIMD
	4.9	Reviews the evaluation and			Division Chief, EIMD

Total Number of Day	Director	20 Working Days	
	5.4 Provides copy to the LFO		
	the application and action for safekeeping	1 Working Day	Admin Staff, EIMD
	5.2 Releases the application to the client5.3 Files copy of		
5. Receipt of SCC and acknowledgement	5.1 Releases the approved application to the respective division		<i>Admin Staff,</i> Office of the LFO Director
	4.11 Reviews and approves SCC application		<i>Director,</i> Office of the LFO Director
	application, and endorses to the Office of the Bureau Director, SCC 4.10 Reviews and endorses the SCC application for Director's approval	5 Working Days	Assistant Director, Office of the LFO Director



Issuance of Standards Compliance Certificate (SCC) for Refiller

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Luzon Field Office						
Classification:	sification: Highly Technical						
Type of Transaction:	Government-2-Business						
Who May Avail:	Entities intending to eng	age in the business of Refilling of LPG					
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE					
form complete information: 1.1.1 Business name email address; 1.1.2 Location and c LPG establishr 1.1.3 Name of owner proprietorship, partnership, or	r in case of single or partners in case of	Provided by Applicant					
2. Supporting Docum		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant					
SEČ	Business from DTI or						
2.2 Mayor's / Busin	ess Permit	LGUs for every municipality					
2.3 Fire Safety Insp Occupancy (for facility)	pection Certificate for r newly constructed	Bureau of Fire Protection (BFP)					
Vessel from the and Employme		Department of Labor and Employment (DOLE)					
2.5 Supply Contract	ct / Agreement	Provided by Applicant					

 2.6 Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible/authorized officer 2.7 Plant Layout (no. of tanks, capacity, and other facilities) 2.8 List of trained and qualified personnel/servicemen (Submit Certificate of Training) 2.9 List of Clients/Customers 2.10 List of vehicles (model, make, plate number, capacity) 3.1 Registration of Business from DTI, if expired or SEC Registration, if there's an amendment 3.2 Mayor's / Business Permit, if expired 					Provided by a puse trainings of (associations suc PLPGA (Provided Provided by a Provided by a DTI or S	Dil Companies or th as LPGIA and by applicant) applicant applicant
3.2 Mayor's			red		LGUs for every r	
			t be pr	Provided by Applicant resented for authentication process		
CLIENT STEP	s A	GENCY CTIONS	FEES BE P	5 то	PROCESSING TIME	PERSON RESPONSIBLE
 Applications ma be filed via walk mailed to the D LFO OD or received at the DOE Records 	<pre></pre>	eviews the ompleteness f documents gainst hecklist of equirement complete, taff prepares lled-out form or "Office of ne Legal Services Clearance) ncomplete ubmissions hall not be ccepted mailed, pplicant shall e notified ccordingly by ne Division oncerned				Officer of the day/Assigned Staff, Luzon Field Office

	1		r	
	letter incon	1) time if plete for st time. If		
	next	ission is		
	incon returi			
	appli	ments to cant		
2. Checking of pending cases	the C Lega Clear	ssment of ffice of Services ance		Office of the Legal Services
	case prepa	ares ssment		
	appli	ent of cation fee		
	case inforr applio pay t pena Treas Divisi	ns the cant to ne ties to sury		
	applic conti proce hold SCC	ance essing of cation / nue essing but release of		
3. Payment of applicable fees	paym	esses the ent and s Official ipt	Ack. of Notice / Engagement on the DOI – Php 500.00 SCC for LPG Est. for 3 years (New Application)	LFO Collecting Officer

			· · · · · · · · · · · · · · · · · · ·		
			– Php		
			3,000.00		
			000 (100		
			SCC for LPG		
			Est. for 3		
			years		
			(Renewal) –		
			Php 2,500.00		
	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	4.1	Official			
application to the	7.1	acceptance of			Receiver,
LFO Director		application			Office of the LFO
Records		application		0.5 Working	Director Records
Recolus	4.0	F undaman		Days	
	4.2	Endorses			
		application to			
		EIMD			
	4.3	Receives			
		application			Admin Staff,
		and assigns to			Office of the LFO
		respective			Director
		division			
	4.4	Staff stamps			
		received			
		applications			
		with both date	N/A		
		and time and a			
		unique control			
		number		0.5 Working	
	4.5	Official		Days	
	т .5			Days	Receiver,
		acceptance of			LFO- Energy
		application for			Industry
		the issuance			Management
		of SCC for			Division (EIMD)
	4.0	LPG est.			· · · ·
	4.6	Endorses			0.00
		application to			Officer of the
		assigned			day/assigned
		processor for			staff,
		the issuance			EIMD
		of SCC			

	4.7	Processes application for	8 Working Days	Science Research
		the issuance of SCC		Specialist, EIMD
	4.8	Reviews the evaluation and action on the application of SCC		Supv. SRS, EIMD
	4.9	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC	5 Working Days	Division Chief, EIMD
	4.10	Reviews and endorses the SCC application for Director's approval	5 Working Days	<i>Acting Executive</i> <i>Assistant,</i> Office of the LFO Director
	4.11	Reviews and approves the SCC application		<i>Director,</i> Office of the LFO Director
5. Receipt of SCC and acknowledgement	5.1	Releases the approved application to respective division		<i>Admin Staff,</i> Office of the LFO Director
	5.2	Releases the application to the client		
	5.3	Files copy of the application and action for safekeeping	1 Working Day	Admin Staff, EIMD
	5.4	Provides copy to the LFO Director Records		
Total Number of Day	/s		20 Working Days	5



Issuance of Standards Compliance Certificate (SCC) for Retailer

DOE-OIMB issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Off	ffice or Division: Luzon Field Office				
Cla	ssification:	Highly Technical			
Туј	pe of Transaction:	Government-2-Bu	isiness		
Wh	directly to a const		to engage in the business of selling LPG umer		
	CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
1.	Application Form				
	1.1 Filled-out and nota form complete wi information:				
	 1.1.1 Business name, address, telephone / email address; 1.1.2 Location and complete address of LPG establishment/s; 1.1.3 Name of owner in case of single proprietorship, or partners in case of partnership, or authorized representative in case of corporation 				
			Provided by Applicant		
2.	Supporting Documen	ts (1 st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant		
	2.1 Registration of B or SEC	usiness from DTI			
	2.2 Mayor's / Busines	s Permit	LGUs for every municipality – provided by applicant		
	facility)	ewly constructed	Bureau of Fire Protection (BFP) – provided by Applicant		
	2.4 Supply Agreemen from SCC-holder	t with or Certificate (dealer/marketer)	Agreement with oil companies - Provided by Applicant		

2.5 List of vehicle number, capa 3. Supporting Docum 3.1 Registration of expired or SE there's an am 3.2 Mayor's / Busin	Provided by Applicant DTI or SEC LGUs for every municipality			
from SCC-hol if expired	nent with or Certificate der (dealer/marketer),		Provided by App	
*Original copy	of above documents n	nust be prese	nted for authenti	cation process
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applications may be filed via walk-in, mailed to the DOE- LFO or received at the DOE Records	 1.1 Reviews the completeness of documents against checklist of requirement. 1.2 If complete, staff prepares 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 			Officer of the day/Assigned Staff, Luzon Field Office

			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, staff prepares assessment for the payment of application fee		
		2.3	If with pending case, staff informs the applicant to pay the penalties to Treasury Division		
		2.4	Subject to Legal Clearance (Hold processing of application / continue processing but hold release of SCC)		
3.	Payment of applicable fees	3.1	Processing of payment and issuance of Official Receipt	Ack. of Notice / Engagemen t on the DOI – Php 500.00	
				SCC for LPG Est. for 3 years (New Application) – Php 3000.00	LFO Collecting Officer
				SCC for LPG Est.for 3 years (Renewal) –	

			Dha		
			Php 2500.00		
	3.2	Unpaid application shall not be received	2000.00		
	3.3	COMs does not confirm payment / No OR presented, COMS does not confirm payment / No OR presented			
4. Submission of application to the Office of the LFO Director Records	4.1	Official acceptance of application		0.5 Working Day	<i>Receiver,</i> Office of the LFO Director Records
	4.2	Endorses application to EIMD			
	4.3	Receives application and assigns to respective division			<i>Admin Staff,</i> Office of the LFO Director
	4.4	Staff stamps received applications with both date and time and a unique control number		0.5 Working	
	4.5	Official acceptance of application for the issuance of SCC for LPG est.	N / A	Day	Receiver, LFO-Energy Industry Management Division (EIMD)
	4.6	Endorses application to assigned processor for the issuance of SCC			Officer of the day/assigned staff, EIMD
	4.7	Processes application for the issuance of SCC		8 Working Days	Science Research Specialist, EIMD

	4.8	Reviews the evaluation and action on the application of SCC		Supv. SRS, EIMD
	4.9	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC	5 Working Days	<i>Division Chief,</i> EIMD
	4.10	Reviews and endorses the SCC application for Director's approval	5 Working Days	Acting Executive Assistant, Office of the LFO Director
	4.11	Reviews and approves SCC application		<i>Director,</i> Office of the LFO Director
5. Receipt of SCC and acknowledgement	5.1	Releases the approved application to respective division		<i>Admin Staff,</i> Office of the LFO Director
	5.2 5.3 5.4	Releases the application to client Files copy of the application and action for safekeeping Provides copy to Office of the LFO Director	1 Working Day	<i>Admin Staff,</i> EIMD
Total Number of Days	 \$	Records	20 Working Da	ys

VISAYAS FIELD OFFICE

(VFO)



SUMMARY

Visayas Field Office (VFO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION
	EXTERNA	L SERVICES	_
1.	Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit	7 Working Days	Complex
2.	Issuance of Standards Compliance Certificate (SCC) for Liquified Petroleum Gas (LPG) Establishments	20 Working Days	Highly Technical
3.	Issuance of Certificate of Coal End- User Registration (CEUR)	20 Working Days	Highly Technical
4.	Issuance of Certificate of Coal Trader Accreditation (CTA)	20 Working Days	Highly Technical
5.	Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical
6.	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets	20 Working Days	Highly Technical
7.	Issuance of Certificate of Non- Coverage (CNC) For Liquid Fuels Retail Outlets	20 Working Days	Highly Technical
8.	Issuance of Small-Scale Coal Mining Permit (SSCMP)- Independent	20 Working Days	Highly Technical
9.	Issuance of Small-Scale Coal Mining Permit (SSCMP)- Supervised by Coal Operating Contract (COC) Holders	20 Working Days	Highly Technical



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

Office or Division	VFO – Energy Res	ource Development and Utilization Division		
Classification	Complex Transaction	on		
Type of Transaction	PermitGovernment	-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 RE	QUIREMENTS	WHERE TO SECURE		
A. For Safety Engineer				
1. Filled-out ERDB Fo ERDB-QF-001	orm No. DOE-	VFO-ERDUD		
2. Originally Signed F	Resume	Client		
3. Certificate/s of Tra Safety and Health Operations				
4. Two (2) 2"x2" ID pl				
5. Certified True Cop				
6. Original Copy of va	alid Police			
Clearance				
7. Letter Addressed t	-			
recommending/end				
applicant signed by the company's Resident Manager of COC or				
SSCMP holder				
8. Copy of Official Re	ceipt or validated	DOE-VFO or bank		
deposit slip for the		Application Fee Php 550.00		
application and pe				
B. For Safety Inspecto				
1. Filled-up ERDB Fo ERDB-QF-001	orm No. DOE-	VFO-ERDUD		
2. Originally Signed F				
3. Two (2) 2"x2" ID pl				
4. Original Copy of va	alid Police			
Clearance				
5. Letter Addressed t		Client		
Director recommer the applicant signe	•			
company's Reside				
COC or SSCMP h				
6. Any of the following				

		1		
	rue Copy of Diploma for			
	gineering Course			
b. Certified T	rue Copy of Diploma for			
any Engin	eering, Geology,			
Metallurgy	v, or Chemistry course,			
and Certif	-			
Employme	ent/Employment Record			
	t least one (1) year			
•	e in Safety Work			
	rue Copy of School			
	Undergraduate in any			
	ng, Geology, Metallurgy,			
	stry course, and			
Certificate	•			
-	ent/Employment Record			
	at least three (3) years of			
	e in Safety Work			
	rue Copy of High			
	ploma, and Certificate of			
	ent/Employment Record			
	t least five (5) years of			
•	() 3			
-	e in Safety Work			
	rue Copy of High			
Certificate	anscript of Records and			
-				
	ent/Employment Record			
•	t least ten (10) years of			
-	e in Safety Work			
	ial Receipt or validated	DOE-VFO or bank		
	or the payment of	Application Fee = Php 550.00		
application a	nd permit fees			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of	1.1 VFO Records Officer			
three (3)	receives the			
complete sets	complete documents			Records Officer,
of documents	with Official		1 Working Day	VFO
with proof of	Receipt/Proof of			
payment – VFO	Payment			
	1.2 VFO Records Officer			
	transmits the			
	received documents		1 Morking Devi	Records Officer,
	with Document		1 Working Day	VFO
	Tracking System			
	(DTS) to VFO-OD			

VFO Director 1.5.2		
application with a letter signed by the		ERDUD
1.5.1 If disapproved, ERDUD rejects the		Supv /Chief SRS,
1.5 VFO-OD reviews the endorsed application	1 Working Day	Director, VFO
1.4.2 If technically qualified, ERDUD endorses the application to VFO Director for final review and approval		Supv /Chief SRS, ERDUD
1.4.1 If not technically qualified, ERDUD rejects application with a letter signed by the VFO Director	2 Working Days	Supv /Chief SRS, ERDUD
1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		Sr. SRS/SRS II, ERDUD
1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	1 Working Day	Admin. Staff, Office of the Director



Issuance of Standards Compliance Certificate (SCC) for Liquified Petroleum Gas (LPG) Establishments

The issuance of SCC, based on DC 2014-01-0001 or the LPG Industry Rules, requires site validation as to compliance to facility standards of LPG refilling plants and Auto-LPG dispensing stations catering to public transport.

Office or Division:	Energy Industry	Management [Division (EIMD)		
Classification:	Highly Technica	I Transaction			
Type of Transaction	: Government-2-E	Business			
Who May Avail:	Downstream Oil	related busine	related business / activities		
CHECKLIST OF F	EQUIREMENTS	WHERE TO SECURE			
 DOE-VFO-QF-10 Service Request Form) (1 copy) DOE-VFO-EIMD-QF-00 (DOE SCC/COC Clearance of No Pending Case) DOE-VFO-EIMD-QF-23 (SCC Application Form) SCC Requirements: DOE-VFO-EIMD-QF-24 (for Dealer) DOE-VFO-EIMD-QF-36 (for Retail Outlet) DOE-VFO-EIMD-QF-27 (for Hauler) DOE-VFO-EIMD-QD-33A (for Refilling Plant) DOE-VFO-EIMD-QD-39A (for Auto 		Officer of the Day / Frontline Services / Processors			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
CLIENT STEPSAGENCY ACTIONS1. The Applicant submits the required documents to the Receiver/Process or1.1Receives and checks the completeness of the submission• Notarized Application Form• Affidavit of Undertaking• AGENCY ACTIONS		N / A			

 Supply Agreement Notarized Statement of Facility PNS Compliance Detailed Layout Plan Pictures 	1.2 If the above		Assigned Staff / Receiver / Officer of the-Day,
	submissions are complete and valid, the Processor issues another Application Checklist (see Appendix A) for compliance of the Applicant that includes the following: • Request for Legal Clearance • Order of Payment (The issuance of the above two requirements is in order, i.e., payment cannot be processed without a Legal Clearance)		Energy Industry Management Division
2. The Applicant submits the Request for Legal Clearance to the Legal Section	2.1 If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending case, the applicant is advised to settle the case	N / A	<i>Legal Section</i> * Issuance of Legal Clearance is included in a separate internal process

			l	l	
		prior to the			
		issuance of			
		Legal			
		Clearance.			
3. Payment of	3.1	The Cashier			
Required Fees		receives the			
		Order of			
		Payment and	Ack. Fee		
		•	PhP 500.00		
		may process	FIF 500.00		
		provided the	000 4-4		
		following are	SCC 1st		
		presented:	Issuance:		
		 Legal 	PhP 3,000.00		
		Clearance			
		of NO	SCC		
		pending	Renewal:		
		Case	PhP 2,500.00		
		 EIMD 			
		Order of			
		Payment			
	3.2	For			
	5.2	application			
		with pending			Collection Officer
		case, the			Collection Officer
		Cashier shall			
		only issue an			
		Official			
		Receipt for the			
		payment of			
		fines with the			
		receipt of			
		Legal Order of			
		Payment			
4. Upon issuance of		i aymon			
OR, Applicant					
shall present the					
OR to the Legal					
Section for the					
issuance of Legal					
Clearance.					
5. The Applicant	5.1	Upon receipt,			
shall submit the		and found in			
following		order, valid			
documents to the		and complete,			
Receiver/		the Applicant		4 M 4 1 -	_
Processor:		shall be		1 Working Day	Receiver / Officer
Notarized		issued a Claim			of the-Day
		Slip. The			
Application		-			
Form		Claim Slip			
L		shall be			

Notarized		presented		[]
 Notarized Application 		when claiming		
Form		the documents		
Affidavit of		by the		
Undertaking		Applicant or		
Supply		authorized		
Agreement		representative		
 Notarized 				
Statement of				
Facility PNS				
Compliance				
Detailed				
Layout Plan				
Pictures				
 Legal 				
Clearance				
Official				
Receipt of				
Payment				
	5.2	The application		
		shall be turned		
		over to the		
		Processor for		
		processing		
	5.3	The application		
		shall be turned		
		over to the		
		Processor for		
	E 4	processing		
	5.4	Staff		
		thoroughly assesses		
		based on the		
		provisions of		
		the DOE		
		Department		
		Circular DC		
		2014-01-0001		
		or the LPG		
		Industry	10 Working	Assigned Staff
		Rules, and	Days	-
		accepted		
		standards and		
		issuances		
		related to the		
		business of		
		retailing		
		Liquified		
		Petroleum		
L		Gas		

5.5	Staff enters /		
	registers the		
	application in		
	the OIMS DOI		
	Database,		
	with the		
	scanning of		
	documents for		
 	filing.		
5.6	If substantially		
	complied, the		
	processor		
	shall prepare		
	the following		
	documents for		
	review		
	submission:		
	 Validation 		
	Form		
	Letter to		
	Applicant		
	Certificate		
5.7	The		
	Supervising		
	SRS/Chief		
	SRs shall		
	review the		
	application,		
	and if		
	complied with		
	all the		
	requirements		
	shall sign /		
	endorse the		
	following for		
	approval and	5 Working Days	Supervising SRS
	issuance of	5 Working Days	/ Division Chief
	Certificate:		
	 Validation 		
	Form		
	Letter to		
	Applicant		
	Certificate		
	(I.e		
	(In case the		
	application		
	needs		
	resubmission		
	of the required		
	documents for		
I			

	clarification,		
	non-		
	acceptance, or		
	lacking		
	requirements,		
	the application		
	shall be		
	returned to the		
	Processor to		
	inform the		
	applicant of		
	the reason		
	why the		
	application		
	cannot		
	proceed.)		
	(When		
	endorsed, the		
	other required		
	documents		
	shall be		
	returned to the		
	Processor for		
	filing in the		
	Applicant's		
	File Folder.)		
5.8	The following		
	documents		
	shall be		
	signed by		
	Director for		
	approval of		
	the		
	application:		
	 Validation 		
	Form		
	Letter to		
	Applicant		
	 Certificate 		
		3 Working Dave	Director
	(In case the	3 Working Days	Director
	application		
	shall be		
	disapproved		
	by the		
	Director, the		
	documents		
	shall be		
	returned to the		

r			
	Chief SRS		
	with the		
	reason of		
	disapproval		
	clearly		
	written.)		
5.9	The approved		
	/ duly signed		
	documents	1 Marking Day	
	shall be	1 Working Day	
	returned to the		
	Processor.		
5.10	The applicant		
	shall be		
	notified of the		
	approval of		
	application		
	and is ready		
	for pick-up.		
	Only the		
	following		
	documents		
	shall be		
	released:		
	Certificate		
	Letter to		
	Applicant		
	III an an a ll a d		
	[For mailed		
	application,		
	the same		Assigned Staff
	documents		
	shall be sent		
	by carrier, with		
	electronic		
	copies send		
	by email.		
	These		
	documents		
	shall be kept		
	secure prior to		
	claim of the		
	applicant,		
	upon		
	presentation		
	of the Claim		
	Slip.]		
	The Validation		
	Form shall be		

Fotal Number of Days20 Working Days				
	6.2 For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.			
6. Receiving of the approved / signed Certificate	the issuance.6.1The documents shall be released upon presentation of Claim Stub, or valid identification or proper / valid Certification / Authoritarian.	Assigned Staff		
	kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on			



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

Office or Division	Coal and Nuclear	Minerals Division	on (CNMD)		
Classification	Highly Technical	Highly Technical Transaction			
Type of Transaction	Government-2-Bu	isiness			
Who May Avail	Entities involved i	n coal purchasii	ng and utilization		
CHECKLIST OF F	EQUIREMENTS	v	WHERE TO SECU	JRE	
1. Application letter			Client		
2. Duly accomplishe (ERDB Form No.			VFO-ERDUD		
either of the follow agencies: a. Securities and l Commission (S	Exchange EC) Trade and Industry evelopment		SEC, DTI, CDA		
equipment and lo		Supplier of Equipment			
5. Environmental Co Certificate of coa		DENR-EMB			
6. Current Business	Permit	City/municip	pality where the fa	cility is located	
 Other supporting documents that the necessary for the of application 			Client		
 Copy of Official R deposit slip for th application fee 	eceipt or validated e payment of	DOE-VFO 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 – VFO	.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	Records Officer, VFO	
1	.2 VFO Records Officer transmits the received		1 Working Day	Records Officer, VFO	

documents with		
Document		
Tracking System		
(DTS) to VFO -OD		
1.3 VFO-OD receives		
the documents		
and transmits to		Admin. Staff,
Energy Resource	1 Working Day	Office of the
Development and	i i i i i i i i i i i i i i i i i i i	Director
Utilization Division		Diroctor
(ERDUD)		
1.4 ERDUD conducts		Sr. SRS/SRS II,
technical	6 Working Days	ERDS
evaluation		2/ 20
1.4.1		
If not technically		
qualified, ERDUD		Diversion
rejects the		Director,
application through		VFO
a letter signed by		
the VFO Director	1 Working Day	
1.4.2		
If technically		01:1.6.000
qualified, ERDUD		Chief SRS, ERDUD
endorses to Legal		
Section for review		
and evaluation		
1.5 Legal Section		Logal Officar
conducts Legal	3 Working Days	Legal Officer,
Evaluation	C J	VFO
1.5.1		
If not legally		
qualified, ERDUD		
		Director,
rejects the		VFO
application through		
a letter signed by		
the VFO Director		
1.5.2	1 Working Day	
If legally qualified,		
Legal Section		
endorses the		Legal Officer,
application to		VFO
VFO-OD for		
review and		
approval		
1.6 VFO-OD reviews		Director,
and approves the	3 Working Days	VFO
application		
1.7 VFO-OD records	1 Working Day	Admin. Staff,
and transmits the	i vioning Day	Admin. Olan,

approved CEUR to ERDUD	Office of the Director
1.8 ERDUD records and transmits the approved CEUR to VFO-Records Officer	1 Working Day Records Officer ERDUD
1.9 VFO-Records Officer releases the approved CEUR to applicant thru mail/ pick-up	1 Working Day Records Officer VFO
Total Number of Days	20 Working Days



Issuance of Certificate of Coal Trader Accreditation (CTA)

Off	Office or Division Coal and Nuclear Minerals Division (CNMD)					
	ssification	Highly Technical Tr				
		Government-2-Bus				
	be of Transaction	_				
wn	o May Avail	Entities involved in	coal trading activities			
	CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1.	Application letter		Client			
2.	Duly accomplished a (ERDB Form No. 20	11-1)	ERDB-CNMD			
3.	Certificate of Regist either of the followin agencies: a. Securities and Ex Commission (SEC b. Department of Tr (DTI) c. Cooperative Deve (CDA)	ng government cchange C) ade and Industry elopment Authority	SEC, DTI, CDA			
4.	Coal Supply Contra agreement, if applic Undertaking with Co independent SCCM coal supplier for a p year	able, or Deed of OC D/P Holder, P holder or foreign	COC Holder, SSCMP Holder, Foreign Supplier			
5.	Environmental Com of coal storage facil		DENR-EMB			
6.	Current Business P	ermit	City/municipality where the storage facility is located			
7.	7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client			
8.	Copy of Official Rec deposit slip for the p application fee	bayment of	DOE-VFO or bank Application Fee – Php 3,500.00			
	R COAL OPERATIN	G CONTRACT (CO	C) HOLDER			
2.	Request letter Other Supporting and documents that the D		Client			

necessary for the	proper evaluation of					
application	• •					
	FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER					
1. Request letter						
2. Copy of the appr						
conformed SSCN						
3. Other Supporting			Client			
documents that t	5					
	proper evaluation of					
application	ERVICE PROVIDER (LS	(D)				
1. Application letter			Client			
2. Duly accomplish			Client			
(ERDB Form No			ERDB-CNM	C		
3. Certificate of Reg	,					
	wing government					
agencies:						
a. Securities and	Exchange					
Commission (S	,		SEC, DTI, CD	A		
•	Trade and Industry					
(DTI)						
	evelopment Authority					
(CDA)		City/myun	isinglity where the	office/storage		
4. Current Business	s Permit	City/mun	icipality where the facility is locat	•		
5. List of authorized	l drivers		,			
6. List of vehicles w	ith plate number and		Client			
copy of OR/CR						
7. Certification from						
•	ered Coal End-User	Accredited	Coal Trader/Regi	stered Coal End-		
•••	nat the applicant is its	User				
hauler	, and valariant					
8. Other Supporting						
	he DOE may find		Client			
5	e proper evaluation of					
application 9 Copy of Official F	Receipt or validated					
9. Copy of Official Receipt or validated deposit slip for the payment of		DOE-VFO or bank				
	application fee		Application Fee – Php 3,500.00			
••		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Submission of	1.1 VFO Records					
three (3) complete				Records Officer,		
sets of documents	•		1 Working Day	VFO		
with proof of payment – VFO	documents with Official					
	Chiola	I	I	1		

	Receipt/Proof of	[[
	Payment			
1.2	VFO Records			
	Officer transmits			
	the received			
	documents with		1 Working Day	Records Officer,
	Document		· · · · · · · · · · · · · · · · · · ·	VFO
	Tracking System			
	(DTS) to VFO-OD			
1.3	VFO-OD receives			
	the documents			
	and transmits to			
	Energy Resource			Admin. Staff,
	Development and		1 Working Day	Office of the
	Utilization			Director
	Division			
	(ERDUD)			
1.4	ERDUD conducts			
	technical		6 Working Days	Sr. SRS/SRS II,
	evaluation		0,	ERDUD
	1.4.1			
	If not technically			<i>Director,</i> VFO
	qualified, ERDUD			
	rejects the			
	application			
	through a letter			
	signed by the		1 Marking Day	
	VFO Director		1 Working Day	
	1.4.2			
	If technically			
	qualified, ERDUD			Chief SRS,
	endorses to Legal			ERDUD
	Section for review			
	and evaluation			
1.5	Legal Section			Legal Officer,
	conducts Legal		3 Working Days	VFO
	Evaluation			VI U
	1.5.1			
	If not legally			
	qualified, ERDUD			
	rejects the		1 Working Day	Director,
	application			VFO
	through a letter			
	signed by the			
ļ	VFO Director			
	1.5.2			
	If legally qualified,			Legal Officer,
	Legal Section			Legal Officer, VFO
	endorses the			
	application to			

	VFO-OD for review and		
	approval		
1.6	VFO-OD reviews and approves the application	3 Working Days	Director, VFO
1.7	VFO-OD records and transmits the approved CTA to ERDUD	1 Working Day	Admin. Staff, Office of the Director
1.8	ERDUD records and transmits the approved CTA to VFO-Records Officer	1 Working Day	Records Officer ERDUD
1.9	VFO-Records Officer releases approved CTA to applicant thru mail/ pick-up	1 Working Day	Records Officer VFO
Total Number of Days		20 Working Days	



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

Office or Division	Coal and Nuclear N	/inerals Division (CNMD)			
Classification	Highly Technical T				
Type of Transaction	Government-2-Business				
Who May Avail					
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application letter		Client			
2. Duly accomplished a (ERDB Form No. 201	1-1)	VFO-ERDUD			
 3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA) 		SEC, DTI, CDA			
4. Coal Supply Contract agreement, if applica Undertaking with CO independent SCCMP coal supplier for a pe year	ble, or Deed of C D/P Holder, holder or foreign	COC Holder, SSCMP Holder, Foreign Supplier			
5. Environmental Comp of coal storage facility		DENR-EMB			
6. Current Business Per	rmit	City/municipality where the storage facility is located			
 Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation) Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of 		Client			
 9. Copy of Official Rece deposit slip for the pa application fee 	ipt or validated	DOE-VFO or bank Application Fee – Php 3,500.00			
FOR COAL OPERATIN	G CONTRACT (CO				
1. Request letter		Client			

2.	Current Business Permit	City/municipality where the COC area/storage facility is located
	Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	
4.	Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
FC	OR SMALL-SCALE COAL MINING PERM	IIT (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
	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
FC	DR LOGISTICS SERVICE PROVIDER (LS	SP)
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	Client
7.	List of vehicles with plate number and copy of OR/CR	
8.	Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End- User

9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application			Client		
	10. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Submission of three (3) complete sets of documents with proof of payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	Records Officer, VFO	
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO- OD		1 Working Day	Records Officer, VFO	
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	Admin. Staff, Office of the Director	
	1.4 ERDUD conducts technical evaluation		3 Working Days	Sr. SRS/SRS II, ERDS	
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director		1 Working Day	Director, VFO	
	1.4.2 If technically qualified, ERDUD endorses the application to CERCD for			Chief SRS, ERDUD	

	financial		
	evaluation		
1.5	CERCD conducts financial evaluation	2 Working Days	Technical Audit Specialist, CERCD
	1.5.1 If financial evaluation not satisfied, ERDUD rejects the application through a letter signed by the VFO Director	1 Working Day	Director, VFO
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to ERDUD		Chief, CERCD
1.6	ERDUD endorses the application to Legal Section for Legal Evaluation	1 Working Day	Chief SRS, ERDUD
1.7	Legal Section conducts Legal Evaluation	2 Working Days	Legal Officer, VFO
	1.7.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director		<i>Director,</i> VFO
	1.7.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	1 Working Day	Legal Officer, VFO
1.8	VFO-OD reviews and approves the application	3 Working Days	<i>Director,</i> VFO

1.9	VFO-OD records and transmits the approved CTAR to ERDUD	1 Working Day	Admin. Staff, Office of the Director
1.10	ERDUD records and transmits the approved CTAR to VFO-Records Officer	1 Working Day	Records Officer ERDUD
1.11	VFO-Records Officer releases approved CTAR to applicant thru mail/ pick-up	1 Working Day	Records Officer VFO
Total Number of Days		20 Working Days	S



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

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 DC 2017-11-0011

Office or Division:	Energy Industry Management Division (EIMD)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-E	Business	
Who May Avail:	Downstream Oil	related business / activities	
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE	
 DOE-VFO-QF-10 Servi Form) (1 copy) DOE-VFO-EIMD-QF-00 SCC/COC Clearance o Case) For LFRO applicants: DOE-VFO-EIMD-QF Form) DOE-VFO-EIMD-QF Undertaking) For MRO applicants: DOE-VFO-EIMD-QF Form) DOE-VFO-EIMD-QF Undertaking) For MRO applicants: DOE-VFO-EIMD-QF Undertaking) For TERO applicants: DOE-VFO-EIMD-QF Undertaking) For TERO applicants: DOE-VFO-EIMD-QF Undertaking) For TERO applicants: DOE-VFO-EIMD-QF Undertaking) For TSRO applicants: DOE-VFO-EIMD-QF Undertaking) For TSRO applicants: DOE-VFO-EIMD-QF Undertaking) For TSRO applicants: DOE-VFO-EIMD-QF Undertaking) 	0 (DOE f No Pending -04 (Application -05 (Checklist) -06 (Affidavit of -08 (Application -09 (Checklist) -10 (Affidavit of -11 (Application -12 (Checklist) -13 (Affidavit of	Officer of the Day / Frontline Services / Processors	

DOE-VFO- of Undertal	EIMD-QF-16 (Affidavit king)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 The Applicant submits the required documents to the Receiver/Proce ssor Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility PNS Compliance Detailed Layout Plan Pictures 	 1.1 Receives and checks the completeness of the submission 1.2 If the above 	N/A		
	 submissions are complete and valid, the Processor issues another Application Checklist (see Appendix A) for compliance of the Applicant that includes the following: Request for Legal Clearance Order of Payment (The issuance of the above two requirements is in order, i.e., 			Assigned Staff / Receiver / Officer of the-Day, Energy Industry Management Division

				1	
			payment cannot		
			be processed		
			without a Legal		
			Clearance)		
		2.1	If the Applicant		
	nits the		has NO pending		
Requ	lest for		case the Legal		
Lega			Clearance is		Legal Section
	rance to		issued. If there		* Issuance of
the L			is a pending		Legal Clearance
Section	on		case, the	N / A	is included in a
			applicant is		separate internal
			advised to settle		process
			the case prior to		process
			the issuance of		
			Legal		
			Clearance.		
3. Paym		3.1	The Cashier		
Requ	ired Fees		receives the		
			Order of	Ack. Fee	
			Payment and	PhP 500.00	
			may process		
			provided the	COC 1st	
			following are	Issuance:	
			presented:	PhP 3,000.00	
			 Legal 		
			Clearance of	COC	
			NO pending	Renewal:	
			Case	PhP 2,500.00	
			 EIMD Order 		
			of Payment		
		3.2	For application		
			with pending		
			case, the		
			Cashier shall		Collection Officer
			only issue an		
			Official Receipt		
			for the payment		
			of fines with the		
			receipt of Legal		
			Order of		
			Payment		
	issuance				
of OF					
	cant shall				
	ent the OR				
	e Legal				
	on for the				
issua	nce of				

	Legal				
5.	Clearance. The Applicant shall submit the following documents to the Receiver/ Processor: Notarized Application Form Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility PNS Compliance Detailed Layout Plan Pictures Legal Clearance Official Receipt of	5.1	Upon receipt, and found in order, valid and complete, the Applicant shall be issued a Claim Slip. The Claim Slip shall be presented when claiming the documents by the Applicant or authorized representative.	1 Working Day	Receiver / Offic of the-Day
	Payment	5.2	The application shall be turned over to the Processor for processing The application shall be turned over to the		
			Processor for		
			processing		
		5.4	Staff thoroughly assesses based on the provisions of the DOE Department Circular DC2017-11- 0011, or the	10 Working Days	Assigned Stat

	Revised Retail		
	Rules, and		
	accepted		
	standards and		
	issuances		
	related to the		
	business of		
	retailing liquid		
	fuels		
5.5	Staff enters /		
0.0	registers the		
	application in		
	the OIMS DOI		
	Database, with		
	the scanning of		
	documents for		
EG	filing.		
5.6	If substantially		
	complied, the		
	processor shall		
	prepare the		
	following		
	documents for		
	review		
	submission:		
	 Validation 		
	Form		
	 Letter to 		
	Applicant		
	Certificate		
5.7	The		
	Supervising		
	SRS/Chief SRS		
	shall review the		
	application, and		
	if complied with		
	all the		
	requirements		
	shall		
	sign/endorse		Suparvising SDS
		5 Working Days	Supervising SRS
	the following for		/ Division Chief
	approval and issuance of		
	Certificate:		
	 Validation 		
	Form		
	 Letter to 		
	Applicant		
	Certificate		

	(In case the		
	application		
	needs		
	resubmission of		
	the required		
	documents for		
	clarification,		
	non-		
	acceptance, or		
	lacking		
	requirements,		
	the application		
	shall be		
	returned to the		
	Processor to		
	inform the		
	applicant of the		
	reason why the		
	application		
	cannot		
	proceed.)		
	p100000.)		
	(Mhon		
	(When		
	endorsed, the		
	other required		
	documents shall		
	be returned to		
	the Processor		
	for filing in the		
	Applicant's File		
	Folder.)		
5.8	The following		
5.0			
	documents shall		
	be signed by		
	Director for		
	approval of the		
	application:		
	 Validation 		
	Form		
	Letter to		
	Applicant		
	 Certificate 		
		3 Working Days	Director
	(In case the		• • • • •
	application shall		
	be disapproved		
	by the Director,		
	the documents		
	shall be		
	returned to the		

(Chief SRS with		
t	he reason of		
	disapproval		
	clearly written.)		
	The approved /		
	duly signed		
	documents shall	1 Working Day	
l t	be returned to		
l t	he Processor.		
	The applicant		
	shall be notified		
	of the approval		
	of application		
	and is ready for		
	oick-up. Only		
	he following		
	documents shall		
ł	be released:		
	Certificate		
	Letter to		
	Applicant		
	. <u> </u>		
	For mailed		
6	application, the		
5	same		
(documents shall		
	be sent by		
	carrier, with		
	electronic		
			Appianod Stoff
	copies send by		Assigned Staff
	email. These		
	documents shall		
	be kept secure		
r	prior to claim of		
	he applicant,		
	upon		
	presentation of		
	he Claim Slip.]		
	The Validation		
	The Validation		
	Form shall be		
	cept by the		
	Processor in the		
	Applicant's File		
	-older together		
	with the		
	application		
	required		
	documents. The DIMS DOI		

Total Number of D	ays		2	0 Working Days	
		For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.			
6. Receiving of the approved / signed Certificate	6.1	Database shall be updated on the issuance. The documents shall be released upon presentation of Claim Stub, or valid identification or proper / valid Certification / Authoritarian.			Assigned Staff



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 DC 2017-11-0011

Office or Division:	Energy Industry	Management [Division (EIMD)	
Classification:	Highly Technica	Highly Technical Transaction		
Type of Transaction	n: Government-2-E	Business		
Who May Avail:	Downstream Oil	nstream Oil related business / activities		
CHECKLIST OF F	REQUIREMENTS	UIREMENTS WHERE TO SECURE		
 DOE-VFO-QF-10 Set (1 copy) DOE-VFO-EIMD-QF- Clearance of No Pent DOE-VFO-EIMD-QF- Requirements for Set Non-Coverage (CNC Dispensing Liquid Fut Operation) (1 copy) DOE-VFO-EIMD-QF- Undertaking) 	-00 (DOE SCC/COC ading Case) -01 (Checklist of curing Certificate of c) for Storage and iels for Own-Use -03 (Affidavit of	Officer of the Day / Frontline Services / Processor		vices / Processors PERSON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE
 The Applicant submits the required documents to the Receiver/Proce ssor Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility 	.1 Receives and checks the completeness of the submission	N / A		

DNO			
 PNS Compliance Detailed Layout Plan Pictures 			Assigned Staff / Receiver / Officer of the-Day, Energy Industry
	 1.2 If the above submissions a complete and valid, the Processor issues anothe Application Checklist (see Appendix A) for compliance of the Applicant that includes the following: Request for Legal Clearance Order of Payment (The issuance of the above two requirements i in order, i.e., payment cann be processed without a Lega Clearance) 	s ot	Management Division
2. The Applicant submits the Request for Legal Clearance to the Legal Section	2.1 If the Applican has NO pendin case the Lega Clearance is issued. If there is a pending case, the applicant is advised to set the case prior the issuance of Legal Clearance.	ng N / A le to	<i>Legal Section</i> * Issuance of Legal Clearance is included in a separate internal process
3. Payment of Required Fees	3.1 The Cashier receives the Order of Payment and may process	Ack. Fee Php 500.00	

	provided the following are presented: • Legal Clearance of NO pending Case • EIMD Order of Payment 3.2 For application		Collection Officer
	with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment		
4. Upon issuance of OR, Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.			
 5. The Applicant shall submit the following documents to the Receiver/ Processor: Notarized Application Form Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility PNS Compliance 	5.1 Upon receipt, and found in order, valid and complete, the Applicant shall be issued a Claim Slip. The Claim Slip shall be presented when claiming the documents by the Applicant or authorized representative.	1 Work	ing Day Receiver / Officer of the-Day

			1		
Detailed					
Layout Plan					
 Pictures 					
 Legal 					
Clearance					
 Official 					
Receipt of					
Payment					
	5.2	The application			
		shall be turned			
		over to the			
		Processor for			
		processing			
	5.3	The application			
		shall be turned			
		over to the			
		Processor for			
	5.4	processing Staff thoroughly			
	5.4	assesses based			
		on the			
		provisions of			
		the DOE			
		Department			
		Circular			
		DC2017-11-			
		0011, or the			
		Revised Retail			
		Rules, and			
		accepted			
		standards and			
		issuances			
		related to the			
		business of		10 Working	Assigned Staff
		retailing liquid		Days	Assigned Stan
		fuels			
	5.5	Staff enters /			
		registers the			
		application in			
		the OIMS DOI			
		Database, with			
		the scanning of			
		documents for			
	5.0	filing.			
	5.6	If substantially			
		complied, the			
		processor shall			
		prepare the following			
		documents for			

review			
submission:			
 Validation 			
Form			
 Letter to 			
Applicant			
Certificate			
5.7 The			
Supervising			
SRS/Chief SRs			
shall review the			
application, and			
if complied with			
all the			
requirements			
shall			
sign/endorse			
the following for			
approval and			
issuance of			
Certificate:			
Validation			
Form			
 Letter to 			
Applicant			
Certificate			
(In case the			Supervising SRS
application		5 Working Days	/ Division Chief
needs			
resubmission of			
the required			
documents for			
clarification,			
non-			
acceptance, or			
lacking			
requirements,			
the application			
shall be			
returned to the			
Processor to			
inform the			
applicant of the			
reason why the			
application			
cannot			
proceed.)			
	1		

	(When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File		
5.8	Folder.) The following documents shall be signed by Director for approval of the application: • Validation Form • Letter to Applicant • Certificate		
	(In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.)	3 Working Days	Director
5.9	The approved / duly signed documents shall be returned to the Processor.	1 Working Day	

· · · · · · · · · · · · · · · · · · ·		
	5.10 The applicant	
	shall be notified	
	of the approval	
	of application	
	and is ready for	
	pick-up. Only	
	the following	
	documents shall	
	be released:	
	 Certificate 	
	 Letter to 	
	Applicant	
	[For mailed	
	application, the	
	same	
	documents shall	
	be sent by	
	carrier, with	
	electronic	
	copies send by	
	email. These	Apping of Otoff
	documents shall	Assigned Staff
	be kept secure	
	prior to claim of	
	the applicant,	
	upon	
	presentation of	
	the Claim Slip.]	
	The Validation	
	Form shall be	
	kept by the	
	Processor in the	
	Applicant's File	
	Folder together	
	with the	
	application	
	required	
	documents. The	
	OIMS DOI	
	Database shall	
	be updated on	
	the issuance.	
6. Receiving of the	6.1 The documents	
approved /	shall be	
signed	released upon	Assigned Staff
Certificate	presentation of	, looignea otail
	Claim Stub, or	
	valid	

Total Number of Days		20 Working Days	
6.	proper / valid Certification / Authoritarian. 2 For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.		
	identification or		



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

Office or Division	VFO – Energy Res	source Development and Utilization Division	
Classification	Highly Technical T	ransaction	
Type of Transaction	Government-2-Citizen		
Who May Avail	Interested individuals		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Submit Three (3) sets		WHERE TO SECORE	
1. Application Letter ad			
Director and signed			
any Authorized Repr			
2. Filled-out Application			
3. Survey Plan (1 mylar			
signed and sealed by	/ Geodetic		
Engineer			
4. Technical Description			
5. Lot Data Computatio 6. Certification of Resid			
6.1 Barangay Captai	,		
6.2 Municipal/City Ma			
7. Work Program (signed			
Mining Engineer):	sa ana scalea by		
7.1 Computation of C	oal Reserves	Client	
7.2 Mining Method to			
7.3 Projection of Dail	y and Annual		
Production Rates			
7.4 Table of Organiz			
7.5 List of Mining Eq			
7.6 Geological Map	of Area Applied,		
Scale 1:1000	0 1 4 4000		
7.7 Detailed Mine Pla			
7.8 Production Cost			
7.9 Minimum Accept per metric ton			
8. Proof of Working Ca	nital (i e		
Certificate of Bank D			
9. Copy of Official Rece			
deposit slip for the pa		DOE-VFO or bank	
application and perm		Application Fee Php 1,000.00 per hectare or fraction thereof	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt / Proof of Payment		1 Working Day	Records Officer, VFO
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD		1 Working Day	Records Officer, VFO
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	Admin. Staff, Office of the Director
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	Sr. SRS/SRS II ERDUD
	1.5 ERDUD Reviews and Approves the evaluated SSCMP application		1 Working Day	Supv./Chief SRS ERDUD
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director			Director, VFO
	1.5.2 If approved, ERDUD endorses the application to VFO-OD for approval			Chief SRS, CNMD
	1.6 VFO-OD reviews and approves the evaluated SSCMP application		2 Working Days	Director, VFO

1.6.1If disapproved,ERDUD rejects theapplication with aletter signed by theVFO Director1.6.2If approved, VFO-OD records andtransmits the		Admin. Staff, Office of the
approved SSCMP to ERDUD		Director
1.7 ERDUD records and transmits the approved SSCMP to VFO-Records Officer	1 Working Day	Records Officer ERDUD
1.8 VFO-Records Officer releases the approved SSCMP thru mail/ pick-up	1 Working Day	Records Officer VFO
Total Number of Days	20 Working Days	; ;



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

Offic	Office or Division VFO – Energy Resource Development and Utilization Division				
Clas	sification	fication Highly Technical Transaction			
Туре	e of Transaction	Government-2-Citizer	n		
	Who May Avail Interested individuals				
	CHECKLIST OF RE				
S	ubmit Three (3) sets		WHERE TO SECURE		
1.	Application Letter a	ddressed to VFO			
		by the Applicant or			
	any Authorized Rep				
2.	Filled-out Application				
3.	Survey Plan (1 myla				
	signed and sealed l	by Geodetic			
4	Engineer Taalaal Daaaiinti				
4.	Technical Description				
5. 6.	Lot Data Computati				
0.	Certification of Res 6.3 Barangay Capta	5			
	6.4 Municipal/City N				
7.	Work Program (sigr				
1.	Mining Engineer):	iou una ocaloù by			
a. Computation of Coal Reserves b. Mining Method to be used		Coal Reserves			
			Client		
	7.3 Projection of Da	aily and Annual			
	Production Rate	es			
	7.4 Table of Organi				
	7.5 List of Mining E				
	7.6 Geological Map	o of Area Applied,			
	Scale 1:1000				
	7.7 Detailed Mine F	-			
7.8 Production Cost p					
7.9 Minimum Acceptable Market Price					
8.	per metric ton	apital (i.e., Certificate			
0.	of Bank Deposit)				
9.	Operating Agreeme	ent			
10.	Contract of Purchas				
11.	Copy of Official Red		DOE-VFO or bank		
	deposit slip for the		Application Fee Php 1,000.00 per hectare		
	application and per		or fraction thereof		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment – VFO 	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	<i>Records Officer,</i> VFO
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD		1 Working Day	<i>Records Officer,</i> VFO
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD		1 Working Day	Admin. Staff, Office of the Director
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	Sr. SRS/SRS II, ERDUD
	1.5 ERDUD Reviews and Approves the evaluated SSCMP application		1 Working Day	Supv./ Chief SRS ERDUD
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director			Director, VFO
	1.5.2 If approved, ERDUD endorses the application to VFO- OD for approval			Chief SRS ERDUD
	1.6 VFO-OD Reviews and Approves the evaluated SSCMP application		2 Working Days	Director, VFO
	1.6.1 If disapproved, ERDUD rejects the application with a			Admin. Staff, Office of the Director

Total Number of Day	ys	20 Working Days	5
	1.8 VFO-Records Officer releases the approved SSCMP thru mail/ pick-up	1 Working Day	Records Officer VFO
	1.7 ERDUD records and transmits the approved SSCMP to VFO-Records Officer	1 Working Day	Records Officer ERDUD
	letter signed by the VFO Director 1.6.2 If approved, VFO-OD records and transmits the approved SSCMP to ERDUD		

MINDANAO FIELD OFFICE

(MFO)



SUMMARY

Mindanao Field Office (MFO)

	PROCESS	DURATION	TRANSACTION CLASSIFICATION				
	EXTERNAL SERVICES						
1.	Receiving and Endorsement to OIMB Application for the Issuance of Acknowledgement Letter to Notice of Crude Oil/Petroleum Products Importation and Exportation	3 Working Days	Simple				
2.	Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit	7 Working Days	Complex				
3.	Issuance of Certificate of Coal End- User Registration (CEUR)	20 Working Days	Highly Technical				
4.	Issuance of Certificate of Coal Trader Accreditation (CTA)	20 Working Days	Highly Technical				
5.	Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical				
6.	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)	20 Working Days	Highly Technical				
7.	Issuance of Certificate of Non- Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 Working Days	Highly Technical				
8.	Issuance of Certification for Hauler (Retail Outlet-Own Use)	20 Working Days	Highly Technical				
9.	Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders	20 Working Days	Highly Technical				
10.	Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent	20 Working Days	Highly Technical				
11.	Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station	20 Working Days	Highly Technical				
12.	Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Dealer	20 Working Days	Highly Technical				
13.	Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Refiller	20 Working Days	Highly Technical				

	Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Retailer	20 Working Days	Highly Technical
15.	Issuance Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Hauler	20 Working Days	Highly Technical
	INTERNA	AL SERVICES	
1.	Issuance of Legal Opinion	1 Working Day	Simple
2.	Legal Clearance (Certificate of No Violations)	1 Working Day	Simple
3.	Mailing Postal Services	1 Working Day	Simple
4.	Processing of Petty Cash	1 Working Day	Simple
5.	Processing of Transportation and Logistics	1 Working Day	Simple
6.	Receiving and Endorsing Outgoing Documents	1 Working Day	Simple
7.	Strategic Performance Management System–OPCR/DPCR/ IPCR	2 Working Days	Simple
8.	Collection of Fees and Charges	2 Working Days	Simple
9.	Processing of Procurement Through PS-DBM	2 Working Days	Simple
10.	Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment	2 Working Days	Simple
11.	Liquidation of Cash Advance Local and Foreign Travel (with or without refund)	3 Working Days	Simple
12.	Processing and Filing OF SALN	3 Working Days	Simple
13.	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
14.	Processing for the Disposal of Unserviceable Properties Thru Sale	5 Working Days	Complex
15.	End-User Evaluation of Job Applicants	7 Working Days	Complex
	Processing of Issuance of Check (DV) Related to Local and Foreign Travels	7 Working Days	Complex
17.	Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries,	7 Working Days	Complex

	Supplier/Contractor/Service Provider and Others		
18.	Issuance of Administrative Decisions Based on Inspection Reports on		
	Liquid Petroleum Players		
	a. If there is no violation	1 Working Day	
	b. If both EIMD Chief SRS and MFO Director have no comments	14 Working Days	Highly Technical
	c. If either EIMD Chief SRS and	15 Working Days	
	MFO Director have no comments		
	d. If both EIMD Chief SRS and MFO Director have no comments	16 Working Days	



Mindanao Field Office

External Services



Receiving and Endorsement to OIMB Application for the Issuance of Acknowledgement Letter to Notice of Crude Oil/Petroleum Products Importation and Exportation

All issuance of Acknowledgement Letter to Notice of Crude Oil/Petroleum Products Importation and Exportation is being processed by the OIMB but the MFO receives, authenticate documents and endorses the submitted documents for immediate processing.

Office or Division	MFO - Energy Industry Management Division (EIMD)			
Classification	Simple Transaction			
Type of Transaction	Government	Government-2-Business		
Who May Avail	Downstream	Oil related business / activities		
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE		
 Application indicating the copy) 	following (1	Officer of the Day / Frontline Services / Processors		
1.1 Company Details				
1.1.1 Business name				
1.1.2 Address				
1.1.3 Telephone/Fax Nun	nber	Provided by applicant		
1.1.4 Email Address				
1.1.5 Name of Authorized Representative/Signatory				
1.2 Shipment Details				
1.2.1 Product Type				
1.2.2 Quantity of Cargo (i KB/bbl)	n KL/ CBM/			
1.2.3 Supplier /Buyer & A	ddress			
1.2.4 Loadport				
1.2.5 Estimated Date of Loading (ETL) 1.2.6 Estimated Date of Arrival (ETA)		Provided by applicant		
1.2.7 Disport				
1.2.8 Name of Vessel				
1.2.9 Flag of Vessel/ Voy	age Number			

	1.3 Estimated	l Price			
	1.3.1 FOB Prid	ce		Provided by applicant	
	1.3.2 Insuranc	e Cost			
	1.3.3 Freight C	Cost			
2.	Proforma Invo	ice (1 copy)		Provided by Sup	oplier
3.		anteed Specs/Certificat n Supplier (1 Copy)	te	Provided by Su	oplier
4.	sludges and si products/by- p the EMB/DEN "Toxic Substa	p/used/waste oils, milar petroleum roducts, clearance fro R pursuant to RA 6969 nces, Hazardous and es Control Act of 1990'),		
5.	 For petroleum-based solvents, Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage (1 copy) 				
6.	 For bioethanol Imports, projected E10 sales, including oil supply sales, for the applied quarter (1 copy) 		0		
7.	•	crude/petroleum ort Manifest and ïcate (1 copy)			
8.	Bill of Lading (Invoice (1 cop	1 copy) Commercial y)			
С	LIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	. Submission of	1.1 Receiving of application/ Document	None	0.50 Working Day	<i>SRA,</i> EIMD
	Application	1.2 Authentication of documentary requirements			SRS, EIMD
2	. Payment of Fees	2.1 Issue an Official Receipt	Ack. Fee– Php 350.00	0.25 Working Day	Collection Officer, MFO
		2.2 Preparation of Endorsement Letter	None	0.88 Working Day	SRS, EIMD

Letter 2.5 Endorse to OIMB	1 Working Day	SRS, EIMD
2.4 Approve the Endorsement	0.38 Working Day	Director, MFO
2.3 Review the Endorsement Letter		Supv. SRS / Chief SRS, EIMD



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

Of	ffice or Division	Energy Resource D	evelopment and Utilization Division (ERDUD)
СІ	assification	Complex Transactio	,
Т	upp of Transportio		
ТУ	/pe of Transactio		
W	ho May Avail		gineer and Safety Inspector of Coal Operating ders and/or Small-Scale Coal Mining Permit
S		F REQUIREMENTS sets of the following:	WHERE TO SECURE
Α.	For Safety Engi	neer	
	1. Filled-out ER ERDB-QF-00	DB Form No. DOE- 1	MFO Office – DOE Website
	Safety and H Operations 4. Two (2) 2"x2" 5. Certified True 6. Original Copy Clearance 7. Letter Addres Director recor the applicant company's R COC or SSC	of Training in General ealth related to Mining ID photo Copy of PRC ID of valid Police sed to the MFO mmending/endorsing signed by the esident Manager of	Client
	deposit slip fo	al Receipt or validated or the payment of nd permit fees	DOE-MFO or bank Application Fee Php 550.00
В.	For Safety Inspe	ector	
	1. Filled-out ER ERDB-QF-00	DB Form No. DOE- 1	MFO Office – DOE Website
	2. Originally Sig		
	 Two (2) 2"x2" ID photo Original Copy of valid Police Clearance 		
	5. Letter Addres Director reco the applicant	mmending/endorsing signed by the esident Manager of	Client

6. Any of the fo				
a. Certified				
for Mining Engineering Course				
b. Certified True Copy of Diploma				
	for any Engineering, Geology,			
-	y, or Chemistry course,			
and Certi				
Employm	ent/Employment Record			
showing	at least one (1) year			
	ce in Safety Work			
	True Copy of School			
	if Undergraduate in any			
•	ing, Geology,			
	y, or Chemistry course,			
and Certi				
	ent/Employment Record			
	at least three (3) years ence in Safety Work			
	True Copy of High			
	iploma, and Certificate			
	yment/Employment			
	howing at least five (5)			
	experience in Safety			
Work				
e. Certified	True Copy of High			
School T	ranscript of Records and			
	e of Employment/			
	ent Record showing at			
	(10) years of experience			
in Safety				
	cial Receipt or validated	DOE-MFO or bank		
	for the payment of and permit fees	Application Fee Php 550.00		
			DDOOFOOINO	DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of	1.1 MFO Records Officer			
Complete	receives the			
Documents with	complete documents		1 Working Day	
Official Receipt /	with Official Receipt/		,	
Proof of Payment –	Proof of Payment			Records Officer,
Mindanao Field	1.2 MFO Records Officer			MFO
Office (MFO)	transmits the			
	received documents		1 Working Day	
	with Document		. trenting buy	

	Tracking System		
	(DTS) to MFO-OD		
	1.3 MFO-OD receives		
	the documents and		
	transmits to Energy		Admin. Staff,
	Resource	1 Working Day	Office of the
	Development and	5,	Director
	Utilization Division		
	(ERDUD)		
	1.4 ERDUD receives the		
	documents and		Sr 500/000 11
	conducts a Technical		Sr. SRS/SRS II, ERDUD
	Evaluation of the		
	submitted application		
	1.4.1 If not technically		
	qualified, ERDUD		Director,
	rejects the application	2 Working	MFO
	with a letter signed by	Days	
	the MFO Director		
	1.4.2 If technically		
	qualified, ERDUD		Supv. SRS/
	endorses the		Chief SRS,
	application to MFO-		ERDUD
	OD for review and		
	approval 1.5 MFO-OD reviews the		
	endorsed application		
	endorsed application		
	1.5.1 If disapproved,		Director,
	MFO-OD rejects the		MFO
	application with a		-
	letter signed by the	1 Working Day	
	MFO Director		
	1.5.2 If approved,		Admin. Staff,
	MFO-OD records and		Office of the
	transmits the signed		Director
	permit to ERDUD		
	1.6 ERDUD records the	0.5 Working	Records Officer,
	signed Permit	Day	ERDUD
	1.7 MFO Records Officer		
	releases the signed	0.5 Working	Records Officer,
	Permit thru mail/pick-	Day	MFO
	up		
Total Number of D	Days	7 Working Days	
	-	5 - 7 -	



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

Office or Division	Coal and Nuclear	Minerals Divisi	on (CNMD)	
Classification	Highly Technical	Fransaction		
Type of Transaction	Government-2-Bu	isiness		
Who May Avail	Entities involved i	n coal purchasi	ng and utilization	
CHECKLIST OF	REQUIREMENTS	١	WHERE TO SECU	JRE
1. Application lette			Client	
(ERDB Form No			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	Ą
4. Technical specire equipment and	fications of coal-fired ocation map	5	Supplier of Equipn	nent
5. Environmental (DENR-EMB		
6. Current Busines		City/municipality where the facility is located		
documents that	7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation		Client	
	8. Copy of Official Receipt or validated deposit slip for the payment of		DOE-MFO or ba cation Fee – Php	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment – Mindanao Field Office (MFO) 	1.1 MFO Records Officer receives the complete documents with Official Receipt/ Proof of Payment		1 Working Day	<i>Records Officer,</i> MFO

1.2 MFO Records		
Officer transmits		
the received		
documents with		
	1 Working Day	
Document		
Tracking System		
(DTS) to MFO-		
OD		
1.3 MFO-OD		
receives the		
documents and		
transmits to		Admin. Staff,
Energy Resource	1 Working Day	Office of the
Development		Director
and Utilization		
Division		
(ERDUD)		
1.4 ERDUD receives		
the documents		
and conducts a		0 000/000 //
Technical	6 Working Days	Sr. SRS/SRS II,
Evaluation of the	e trending Daye	ERDS
submitted		
application		
 1.4.1		
If not technically		
-		
qualified,		Director
ERDUD rejects		<i>Director,</i> MFO
the application		MFO
with a letter		
signed by the		
MFO Director		
1.4.2	1 Working Day	
If technically		
qualified,		
ERDUD		Supv.SRS/
endorses the		Chief SRS,
application to		ERDUD
MFO Legal		
Officer for review		
and evaluation		
1.5 MFO Legal		Attornerill
Officer conducts	3 Working Days	Attorney III,
legal evaluation		MFO
1.5.1		
If not legally		
qualified,		Director,
ERDUD rejects) rejects MFC	MFO
the application		
with a letter		
		L]

signed by the MFO Director		
1.5.2 If legally qualified, MFO Legal Officer endorses the application to MFO-OD for review and approval		<i>Attorney III,</i> MFO
1.6 MFO-OD reviews and approves the application	3 Working Days	<i>Director,</i> MFO
1.7 MFO-OD transmits the approved CEUR to ERDUD	1 Working Day	<i>Admin. Staff,</i> Office of the Director
1.8 ERDUD records the approved CEUR	1 Working Day	Records Officer, ERDUD
1.9 MFO Records Officer releases the approved CEUR thru mail/pick-up	1 Working Day	Records Officer, MFO
Total Number of Days	20 Working Days	6



Issuance of Certificate of Coal Trader Accreditation (CTA)

Of	fice or Division	Energy Resource Development and Utilization Division (ERDUD)		
Classification Highly Technical Transact			saction	
Ту	pe of Transaction	of Transaction Government-2-Business		
Wł	no May Avail	Entities involved in coa	al trading activities	
	CHECKLIST OF I		<u> </u>	
S		ts of the following:	WHERE TO SECURE	
1.	Application letter		Client	
2.	Duly accomplished (ERDB Form No. 2		MFO-ERDUD	
3.	(CDA)	ng government Exchange EC) Frade and Industry velopment Authority	SEC, DTI, CDA	
 Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year 		cable, or Deed of OC D/P Holder, IP holder or foreign	COC Holder, SSCMP Holder, Foreign Supplier	
5.	Environmental Cor coal storage facility	npliance Certificate of	DENR-EMB	
6.	Current Business F		City/municipality where the storage facility is located	
7.	Other Supporting a documents that the necessary for the p application		Client	
8.			DOE-MFO or bank Application Fee – Php 3,500.00	
FO		NG CONTRACT (COC)	HOLDER	
1.	Request letter			
2.	Other Supporting a documents that the necessary for the p application		Client	
	approduori			

FO	FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER				
1.	Request letter				
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		Client			
FO	R LOGISTICS SERVICE PROVIDER (LSP)			
1.	Application letter	Client			
1.	Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD			

2.	 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, C	DA
3.	Current Business	s Permit	City/muni	icipality where th facility is loca	
4. 5.		List of authorized drivers List of vehicles with plate number and		Client	
6.	Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler		Accredite	ed Coal Trader/F End-User	0
7.	Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application			Client	
8.			Appl	DOE-MFO or l lication Fee – Ph	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submission of Complete Documents with Official Receipt /	1.1 MFO Records Officer receives the complete documents		1 Working Day	<i>Records Officer,</i> MFO

			1
Proof of Payment	with Official Receipt/		
– Mindanao Field	Proof of Payment		
Office (MFO)			
	1.2 MFO Records		
	Officer transmits the		
	received documents	1 Working Day	
	with Document	T WORKING Day	
	Tracking System		
	(DTS) to MFO-OD		
	1.3 MFO-OD receives		
	the documents and		
	transmits to Energy		Admin. Staff,
	Resource	1 Working Day	Office of the
	Development and	5,	Director
	Utilization Division		
	(ERDUD)		
	1.4 ERDUD receives the		
	documents and		
	conducts a	5 Working	Sr. SRS/SRS II,
	Technical Evaluation	Days	ERDUD
	of the submitted	Days	LINDOD
	application		
	1.4.1		
	If not technically		
	-		
	qualified, ERDUD rejects the		Director,
			MFO
	application with a		
	letter signed by the		
	MFO Director 1.4.2	1 Marking Day	
		1 Working Day	
	If technically		
	qualified, ERDUD		
	endorses the		Chief SRS,
	application to MFO		ERDUD
	Legal Officer for		
	review and		
	evaluation		
	1.5 MFO Legal Officer	3 Working	Attorney III,
	conducts legal	Days	MFO
	evaluation		-
	1.5.1		
	If not legally		
	qualified, ERDUD		Director,
	rejects the		MFO
	application with a	1 Working Day	_
	letter signed by the		
	MFO Director		
	1.5.2		Attorney III,
	If legally qualified,		MFO
	MFO Legal Officer		

endorses the application to MFO- OD for review and approval	
1.6 MFO-OD reviews and approves the application	4 Working <i>Director,</i> Days MFO
1.7 MFO-OD transmits the approved CTA to ERDUD	1 Working Day Director
1.8 ERDUD records the approved CTA	1 Working Day Records Officer, ERDUD
1.9 MFO Records Officer releases the approved CTA thru mail/pick-up	1 Working Day Records Officer, MFO
Total Number of Days	20 Working Days



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

Office or Division	Coal and Nuclear N	/inerals Division (CNMD)		
Classification	Highly Technical Transaction			
Type of Transaction	iness			
Who May Avail	Accredited Coal Tra	aders		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished a (ERDB Form No. 201	1-1)	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 Comp of coal storage facility		DENR-EMB		
6. Current Business Per	rmit	City/municipality where the storage facility is located		
 Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation) Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of 		Client		
 application 9. Copy of Official Rece deposit slip for the pa application fee 		DOE-MFO 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
	Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	
4.	Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
FC	OR SMALL-SCALE COAL MINING PERM	IIT (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
	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
FC	DR LOGISTICS SERVICE PROVIDER (LS	SP)
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	Client
7.	List of vehicles with plate number and copy of OR/CR	
8.	Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End- User

9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
10. Copy of Official I deposit slip for th application fee	•	Appl	DOE-MFO or b ication Fee – Ph	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of three (3) complete sets of documents with proof of payment – MFO 	1.1 MFO Records Officer receives the complete documents with Official Receipt/ Proof of Payment		1 Working Day	
	1.2 MFO Records Officer transmits the received documents with Document Tracking System (DTS) to MFO- OD		1 Working Day	<i>Records Officer,</i> MFO
	1.3 MFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	<i>Admin. Staff,</i> Office of the Director
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		3 Working Days	Sr. SRS/SRS II, ERDUD
	1.4.1 If not technically qualified, ERDUD rejects the application with a letter signed by the MFO Director		1 Working Day	<i>Director,</i> MFO
	1.4.2 If technically qualified, ERDUD endorses the			Supv. SRS/ Chief SRS, ERDUD

ann	lication to	[[
	RCD for		
	ncial		
	uation		
	RCD conducts	2 Working	Technical Audit
	ncial	Days	Specialist,
	uation	,	CERCD
1.5.	ancial		
	uation not		
	sfied, ERDUD		Director,
	cts the		MFO
	lication with a		
	er signed by		
	MFO Director	1 Working Day	
1.5.			
	ancial		
	uation sfied, CERCD		Chief,
	orses the		CERCD
	lication to		
	DUD		
	DUD		
	orses the		Supv. SRS/
	lication to	1 Working Day	Chief SRS,
	D Legal cer for review	5,	ERDUD
	evaluation		
	D Legal		
	cer conducts	2 Working	Attorney III,
	levaluation	Days	MFO
1.7.	1		
	ot legally		
	lified, ERDUD		Director,
	cts the		MFO
	lication with a		
	er signed by MFO Director		
1.7.			
	gally	1 Working Day	
qua	lified, MFO		
	al Officer		Attorney III,
	orses the		MFO
	lication to		····· •
	D-OD for ew and		
	roval		
	D-OD reviews	3 Working	Director,
	approves the	Days	MFO
app	lication	24,0	

1.9	MFO-OD transmits the approved CTAR to ERDUD	1 Working Day	<i>Admin. Staff,</i> Office of the Director
1.10	ERDUD records the approved CTAR	1 Working Day	Records Officer, ERDUD
1.11	MFO Records Officer releases the approved CTAR thru mail/pick-up	1 Working Day	Records Officer, MFO
Total Number of Days		20 Working Days	5



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

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

Off	ice or Division:	MFO - Energy Industry Management Division (EIMD)		
Cla	ssification:	Highly Technical Transaction		
Тур	pe of Transaction:	Government-2-Busines	SS	
Wh	o May Avail:	Entities intending to en Liquid Fuels	gage in the business of retailing of	
	CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE	
1.	complete with the fo copy)	ized application form blowing information: (1	Provided by applicant	
	the business office;	r and e-mail address of		
	 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 Undertaking on liability i committed by dealer/reta	n on Affidavit of n case of violations	Officer of the Day/Processors/ email <u>eimd.doedavao@doe.gov.ph</u>	
	Supporting Documents for			
3.	Authenticated copy of the v or original Supplier's Certifi registered distributor/suppli copy)	cate from an OIMB-	OIMB-registered distributor/ supplier	
4.	Notarized Statement that the operation of the Retail Outles signed by the Engineering Construction Contractor an Retail Outlet supported by and/or BOSH Certificate (1	et is PNS-compliant Procurement d dealer/owner of the copy of valid PRC ID	Engineering Procurement Construction Contractor	
5.	List of dispensing pumps/he storage tank/s with corresp product (1 copy)	oses and underground onding capacity/ies per	Provided by applicant	
6.	Scaled lay-out plan showin pumps, underground storag and other facilities (with me	ge tanks, cashier's booth	Engineering Procurement Construction Contractor	

7.	Lataat photographa (in ED aiza) abowing:	Drovided by Applicant
1.	Latest photographs (in 5R size) showing:7.1Full/front, right, and left side views of the	Provided by Applicant
	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	
8.	DOE SCC/COC Clearance of No Pending Case (1	Legal Services
_	copy)	
9.	Payment of fee	Provided by Applicant
10.	Supporting Documents for Renewal	
1.	Filled-out and notarized application form complete	Provided by Applicant
	with the following information: (1 copy)	
	a. Business name, address, telephone	
	number, fax number and e-mail address of	
	the business office;	
	b. Location and complete address of the	
	Retail Outlet; and	
	c. Name of dealer/retailer or authorized	
	representative if	
	partnership/corporation/cooperative	
2.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
2. 3.	Authenticated copy of the valid Supply Agreement	
	or original Supplier's Certificate from an OIMB-	
	registered distributor/supplier with validity period (1	OIMB-registered distributor/ supplier
	copy)	
4.	DOE SCC/COC Clearance of No Pending Case (1	
··	copy)	Legal Services
5.	Latest photographs (in 5R size) showing:	Provided by Applicant
	a. Full/front, right, and left side views of the	
	retail outlet	
	b. Required stickers/labels for RON, E10 and	
	B2, among others	
	c. Price display board	
	d. Safety and informational signs	
6.	Photocopy of previous COC	
		Provided by Applicant
7.	Payment of Fee	
8.	Reportorial Requirements (Under oath; submitted	
.	every 30 th day of January)	
	• • • • • • • • • • • • • • • • • • • •	
9.	Data on Purchase, Sales and Inventory in Volume	Provided by applicant
	(1 сору)	
10.	Authenticated copy of the valid Supply Agreement	
10.	or original Supplier's Certificate from an OIMB-	
	registered distributor/supplier with validity period (1	OIMB-registered distributor/ supplier
	сору)	
Note	s:	
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 MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/Logging 1.1.1	N / A		Officer of the day,
		If complete, provide DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services 1.1.2			EIMD Online Evaluator, EIMD
		If incomplete, return to client.			
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	Admin fine (if applicable)		Chief SRS, EIMD Director, MFO Legal Officer,
		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			MFO
3.	Filing of application	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		<i>Staff,</i> EIMD
4.	Payment of applicable fees	4.1 Processing of payment and	1. New Application:		Collecting Officer, MFO

	1			I	
		issuance of	1.1 Ack. of		
		Official Receipt	Notice - Php		
			500.00		
			1.2 COC		
			Application Fee		
			-Php. 3000.00		
			2. COC		
			renewal fee		
			-Php.		
			2500.00		
			3. COC late renewal fee		
			- Php 3500.00		
5. Subr	nission of 5.	1 Receipt of	0000.00		
-	cation	application and			Astronius Of M
		assignment to		1 Working Day	Admin. Staff,
		respective			MFO
		division			
	E	2 Receipt of	1		
	5.				
		application and			
		assignment to			
		respective			SRS,
		section/			EIMD
		personnel			
	5.	.3 Encoding of			
		payment to			
		database			
	5	.4 Processing of	1		
		application and			
		preparation of		10 Working	SRS,
		COC		-	EIMD
			N/A	Days	EIIVID
	5	.5 Encoding of the COC			
	5	.6 Review of the	1		
		evaluation and			
		action on the			Chief SRS,
		application			EIMD
]		
	5	.7 Review and			
		endorsement of			
		application for			Director,
		Director's		9 Working Days	MFO
		approval			
		444.0101			
	5	.8 Review and	1		
		approval of			Assistant
		endorsed			
					Director,
		application			OIMB-OD

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 D	ays	20 Working Days	5



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

DOE-MFO EIMD issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation

Office or Division	MFO - Energy Indu	ustry Management Division (EIMD)			
Classification	Highly Technical T	Highly Technical Transaction			
Type of Transaction	Government-2-Business				
Who May Avail	Entities intending to operation of a moto	o engage in own-use operation which refers to the or vehicle fleet			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. OIMB/FO duly ackno letter- request conta information: (1 copy	ining the following				
telephone numb	name, address, er, fax number and of the business	Officer of the Day/Processors/			
1.2 Location and co the Retail Outlet		email <u>eimd.doedavao@doe.gov.ph</u>			
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 do confirming the fleet of		LGU			

 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: 6.1 To submit the above documentary requirements for and in-behalf of the fleet operator 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 	Provided by Applicant
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	

the corporation/co Certificate (for corporation notarized Authoriz company) shall be that the applicant/p to transact with DC	2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/ Logging	None		Officer of the day, EIMD Online Evaluator, EIMD
	1.2 If incomplete, return to client			
2. Filing of DOE CNC Clearance of No Pending Case	 2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of CNC 2.3 If with pending case, note hold 	Admin fine (if applicable)		Chief SRS, EIMD Director, MFO Legal Officer, MFO
	case, note hold in abeyance processing of CNC			-
3. Filing of application	3.1 Issuance of order of payment for fees	None		<i>Staff,</i> EIMD

	3.2. Processing of payment and issuance of Official Receipt	1. Ack. of Notice/ Engagement in DOI - Php 500.00 2.Issuance of Certification (CNC) -Php. 550.00		<i>Collecting Officer,</i> MFO	
4. Submission of application	4.1 Receipt of application and assignment to respective division			Admin. Staff, MFO	
	4.2 Receipt of application and assignment to respective section/ personnel		1 Working Day	SRS, EIMD	
	4.3 Encoding of Payment to Database				
	4.4 Processing of application and preparation of CNC	None	None 10 Working Days	10 Working Days	SRS, EIMD
	4.5 Encoding of CNC				
	4.6 Review of the action on the evaluated application			Supv. SRS, EIMD	
	4.7 Review and endorsement of application for Director's approval		9 Working Days	<i>Chief SRS,</i> EIMD	
	4.8 Review and approval of endorsed application			<i>Director,</i> MFO	
5. 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 Day	/S	2	20 Working Da	ays



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 - Energ	Energy Industry Management Division (EIMD)			
Classification	Highly Techr	hly Technical Transaction			
Type of Transaction	Government	-2-Business			
Who may Avail		ending to engage in own-use operation which e operation of a motor vehicle fleet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
 OIMB/FO duly acknowledg letter- request containing th information: (1 copy) 					
1.1 Business name, addres number, fax number and e- of the business office;		Officer of the Day/Processors/			
 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative 		email <u>eimd.doedavao@doe.gov.ph</u>			
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 Agreeme fleet (1 copy)	ent of the	Provided by applicant			
4. Authenticated copy of the v Agreement or original Supp Certificate from an OIMB-re distributor/supplier (1 copy)	olier's egistered	DOE - OIMB-registered distributor/ supplier			
5. LTO/LTFRB/LGU documer the fleet of vehicles	nts confirming	LGU			

 6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: 6.1 To submit the above documentary requirements for and in-behalf of the fleet operator 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 	Provided by applicant
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	

	ny; Secretary's oration) or notarized r (for company) shall ng that the authorized to on behalf of the			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online- Official Email)	 1.1 Review of completeness of documents against checklist of requirement. Document Tracking/ Logging 1.2 If incomplete, return to client 	None		Officer of the day, EIMD Online Evaluator, EIMD
2. Filing of DOE CNC Clearance of No Pending Case	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending	Admin fine (if applicable)		Chief SRS, EIMD
	case, note continue processing of CNC 2.3 If with pending case, note hold in abeyance processing of CNC			Director, MFO Legal Officer, MFO
3. Filing of application	3.1 Issuance of order of payment for fees	None		<i>Staff,</i> EIMD

	3.2. Processing of payment and issuance of Official Receipt	1. Ack. of Notice/ Engagement in DOI - Php		
		500.00		Collecting Officer, MFO
		2.Issuance of Certification (CNC) -Php. 550.00		
4. Submission of application	4.1 Receipt of application and assignment to respective division			Admin. Staff, MFO
	4.2 Receipt of application and assignment to respective section/ personnel		1 Working Day	SRS, EIMD
	4.3 Encoding of Payment to Database			
	4.4 Processing of application and preparation of CNC	None	10 Working Days	SRS, EIMD
	4.5 Encoding of CNC			
	4.6 Review of the action on the evaluated application			Supv. SRS, EIMD
	4.7 Review and endorsement of application for Director's approval		9 Working Days	Chief SRS, EIMD
	4.8 Review and approval of endorsed application			<i>Director,</i> MFO
5. 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 Small-Scale Coal Mining Permit (SSCMP) Supervised by Coal Operating Contract (COC) Holders

ClassificationHighly Technical TransactionType of TransactionGovernment-2-CitizenWho May AvailInterested individualsCHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:WHERE TO SECURE1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized RepresentativeWHERE TO SECURE2. Filled out Application FormExample 1	Office or Division	Energy Resource De	evelopment and Utilization Division (ERDUD)		
Who May Avail Interested individuals CHECKLIST OF REQUIREMENTS WHERE TO SECURE Submit Three (3) sets of the following: WHERE TO SECURE 1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Classification	Highly Technical Transaction			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE Submit Three (3) sets of the following: Image: Where the second seco	Type of Transaction	Government-2-Citizen			
Submit Three (3) sets of the following: WHERE TO SECURE 1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Who May Avail	Interested individuals	nterested individuals		
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative		•	WHERE TO SECURE		
 3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer 4. Technical Description 5. Lot Data Computation 6. Certification of Residency from: 6.1 Barangay Captain 6.2 Municipal/City Mayor 7. Work Program (3 Copies) which includes: 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 such as Certificate of Bank Deposit, Real Property Tax Declaration, Contract Lease of Equipment, and other similar documents 9. Operating Agreement 10. Contract of Purchase and Sale 	 Application Letter add Director and signed k any Authorized Repro Filled out Application Survey Plan (1 mylar signed by Geodetic E Technical Description Lot Data Computatio Certification of Resid Barangay Captain Barangay Captain Municipal/City Ma Work Program (3 Co includes: T.1 Computation of C T.2 Mining Method to T.3 Projection of Dail Production Rates T.4 Table of Organiza T.5 List of Mining Equ Geological Map of Scale 1:1000 T.7 Detailed Mine Pla Production Cost per metric ton Proof of Working Captain Certificate of Bank Do Property Tax Declara Lease of Equipment, documents Operating Agreemen 	dressed to MFO by the Applicant or esentative Form 7, 2 whiteprints) Engineer 10 n ency from: n ayor pies) which oal Reserves be used y and Annual ation upment of Area Applied, an, Scale 1:1000 per metric ton able Market Price bital such as eposit, Real ation, Contract and other similar	Client		

11. 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submission of Complete Documents with Official Receipt / Proof of Payment 	1.1 MFO Records Officer receives the complete documents with Official Receipt/ Proof of Payment		1 Working Day	Records Officer,
– Mindanao Field Office (MFO)	1.2 MFO Records Officer transmits the received documents with Document Tracking System (DTS) to MFO-OD		1 Working Day	MFO
	1.3 MFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	<i>Admin. Staff,</i> Office of the Director
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	Sr. SRS/SRS II, ERDUD
	1.5 ERDUD reviews and approves the evaluated SSCMP application			Supv. SRS/ Chief SRS, ERDUD
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director		1 Working Day	<i>Director,</i> MFO
	1.5.2 If approved, ERDUD endorses the application to MFO- OD for review and approval			Chief SRS, ERDUD
	1.6 MFO-OD reviews and approves the evaluated SSCMP application		2 Working Days	<i>Director,</i> MFO

	1.6.1 If disapproved, MFO-OD rejects the application with a letter signed by the MFO Director			
	1.6.2 If approved, MFO- OD records and transmits the approved SSCMP to ERDUD			<i>Admin. Staff,</i> Office of the Director
	1.7 ERDUD records the approved SSCMP		1 Working Day	Records Officer, ERDUD
	1.8 MFO Records Officer releases the approved SSCMP thru mail/pick-up		1 Working Day	<i>Records Officer,</i> MFO
Total Number of Da	ys	2	20 Working Days	;



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

Office or Division	Energy Resource Development and Utilization Division (ERDUD)				
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Citizen				
Who May Avail	Interested individua	als			
CHECKLIST OF RE Submit Three (3) sets		WHERE TO SECURE			
 Application Letter ac Director and signed any Authorized Repu Filled out Application Survey Plan (1 myla signed by Geodetic Technical Description Lot Data Computation Certification of Reside Certification of Reside Barangay Captation Certification of Reside Municipal/City M Work Program (3 Construction of 7.1 Computation of 7.2 Mining Method 7.3 Projection of Data Production Rate 7.4 Table of Organ 7.5 List of Mining E 7.6 Geological Map Scale 1:1000 7.7 Detailed Mine F 7.8 Production Cos 	dressed to MFO by the Applicant or resentative n Form r, 2 whiteprints) Engineer n on lency from: iin layor opies) which coal Reserves to be used aily and Annual es ization quipment o of Area Applied, Plan, Scale 1:1000 t per metric ton otable Market Price pital such as peposit, Real ation, Contract	Client			

9. 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 o fraction thereof	
Y ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Records r receives the ete documents Official Receipt/ of Payment		1 Working Day	Records Officer,
Records r transmits the red documents ocument ing System to MFO-OD		1 Working Day	MFO
OD receives ocuments and nits to Energy urce opment and tion Division UD)		1 Working Day	<i>Admin. Staff,</i> Office of the Director
JD receives the nents and ucts a Technical ation of the itted application		12 Working Days	Sr. SRS/SRS II, ERDUD
JD reviews and oves the ated SSCMP cation			Supv. SRS/ Chief SRS, ERDUD
approved, JD rejects the cation with a signed by the Director		1 Working Day	<i>Director,</i> MFO
roved, ERDUD rses the cation to MFO- or review and oval			Chief SRS, ERDUD
oves the ated SSCMP cation		2 Working Days	<i>Director,</i> MFO
	ated SSCMP ation upproved, JD rejects the ation with a signed by the Director roved, ERDUD ses the ation to MFO- or review and val OD reviews and ves the ated SSCMP	ated SSCMP aation approved, JD rejects the ation with a signed by the Director roved, ERDUD ses the ation to MFO- or review and val OD reviews and ves the ated SSCMP ation	ated SSCMP ation approved, JD rejects the vation with a signed by the Director roved, ERDUD ses the vation to MFO- or review and val OD reviews and ves the ated SSCMP ation 2 Working Days

Total Number of Da	approved SSCMP thru mail/pick-up	20 Working Day	MFO
	1.8 MFO Records Officer releases the	1 Working Day	Records Officer,
	1.7 ERDUD records the approved SSCMP	1 Working Day	Records Officer, ERDUD
	letter signed by the MFO Director 1.6.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD		<i>Admin. Staff,</i> Office of the Director
	OD rejects the application with a		

Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station



DOE-MFO issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

		1			
Office or Division	Energy Industry Ma	Energy Industry Management Division (EIMD)			
Classification	Highly Technical Transaction				
Type of Transaction	Government-2-Bus	iness			
Who May Avail	storage, handling,	o engage in the business of supplying, hauling, marketing, and distribution of liquefied G) for automotive use			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Application Form	(New/Renewal)	Provided by DOE-MFO or email to <u>eimd.doedavao@doe.gov.ph</u>			
1.1 Filled-out and n application form following informa	complete with the	Provided by Applicant			
1.1.1 Business nam telephone /emai					
1.1.2 Location and o of LPG establish					
1.1.3 Name of owne proprietorship, o of partnership, o representative in corporation	r partners in case r authorized				
2. Supporting Docun Application/Expire		N			
2.1Registration of B SEC or CDA	usiness from DTI,	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by Applicant			
2.2 Mayor's / Busine	ess Permit	LGUs for every municipality- provided by Applicant			

2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)	Bureau of Fire Protection (BFP)-provided by Applicant
2.4 Certification from SCC-holder supplier	Provided by Applicant
2.5 Engineering Layout Plan (no. of tanks, capacity, and other facilities)	Provided by Applicant
2.6 Certification on compliance with the Philippine National Standards (PNS) for auto-LPG dispensing station signed by designated responsible/authorized officer	Engineering Procurement/Contractor Provided by Applicant
2.7 List of auto LPG station personnel and proof of training and qualification	Provided by Applicant
2.8 List of dispensers, storage tanks, and bullet trucks/lorries with their corresponding Certificate of Approval, or any other similar document as provided by the equipment supplier/manufacturer	Provided by Applicant
2.9 Latest photographs (in 5R size) showing the full/front, right, and left side views including price display boards, safety informational signs, among others	Provided by Applicant
3. Supporting Documents (for Renewal)	
3.1 Registration of Business from CDA, DTI, if expired or SEC Registration, if there's an amendment	Cooperative Development Authority (CDA), Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
3.2 Mayor's / Business Permit, if expired	LGUs for every municipality-provided by applicant
3.3 Certificate from SCC-holder supplier, if expired	Provided by Applicant
* Original copy of the above documents Purposes	must be presented for authentication

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Filing of application via email/mail or walk-in 	1.1 Receipt of application and logging			Assigned Staff/SRA,
	1.2 Endorsement of application to assigned Assessor/ Evaluator			EIMD
2. Assessment /Evaluation of Documentary Requirements	2.1 Review the completeness of documents against checklist of requirements and assessment of required fees			Online Evaluator/SRS,
	2.2 Issuance of Order of Payment, if complete			EIMD
	2.3 If incomplete, return to client			
3. Checking of pending cases	 3.1 If no pending case, prepare assessment for the payment of application fee 3.2 If with pending case, inform applicant to pay the penalties and settle the case 3.3 Subject to Legal 		-	Chief SRS, EIMD Legal Officer, MFO
	Clearance 3.4 Issuance of Legal Clearance			
4. Payment of Fees	4.1 Processing of payment and issuance of Official Receipt	Ack. Fee– Php 500.00 SCC 1 st Issuance– Php 3,000.00 SCC Renewal-		Collection Officer, MFO

		Php 2,500.00 Late Renewal – Php 3,500.00		
5. Official acceptance of application	5.1 MFO suite database logging		1 Working Day	Assigned Staff / SRS / Supv SRS, EIMD
6. Processing of application	 6.1 Thorough assessment of application 6.2 Preparation of Evaluation, SCC Certificate and Cover Letter 		10 Working Days	Assigned Staff/SRS, EIMD
7. Approval/ Issuance of	7.1 Final review of Submissions	None	4 Working Days	Supv. SRS, EIMD
Certificate	 7.3 Endorsement of SCC application for Director's approval 7.4 Approval of SCC 		4 Working Days	Chief SRS, EIMD Director,
8. Releasing	8.1 Release of SCC			MFO
	8.2 Retain file copy of application /SCC		1 Working Day	Assigned Staff, EIMD
Total Number of Da	ays	20	0 Working Day	S

Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Dealer



DOE-MFO issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division	Energy Industry Ma	anagement Division (EIMD)
Classification	Complex Transacti	on
Type of Transaction	Government-2-Bus	iness
Who May Avail	Entities intending to	o engage in the business of distribution of LPG
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
1. Application Form (New/ Renewal)	Provided by DOE-MFO or email to <u>eimd.doedavao@doe.gov.ph</u>
1.1 Filled-out and not form complete wit information:	••	Provided by Applicant
1.1.1 Business name telephone / email		
1.1.2 Location and co LPG establishmen		
1.1.3 Name of owner in case of single proprietorship, or partners in case of partnership, or authorized representative in case of corporation		
2. Supporting Docume application/Expired		
2.1 Registration of Business from DTI, SEC or CDA		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant
2.2 Mayor's / Busines	s Permit	LGUs for every municipality – provided by applicant
2.3 Fire Safety Inspe Occupancy (for r facility)	ction Certificate for ewly constructed	Bureau of Fire Protection (BFP) – provided by applicant

Certificate fro	vith or original om brand- eter SCC-holder with	Provided by Applicant		cant	
2.5 List of trained and qualified personnel/servicemen and proof of training issued by LPGIA, PLPGA or duly registered training institution as certified by BFP		associations	nings of Oil com such as LPGIA ovided by appli		
2.6 Names and a authorized re		Pr	ovided by Appli	cant	
	es (model, make, plate	Pr	ovided by Appli	cant	
	se, if applicable	Pro	ovided by DOE-	MFO	
3.1 Registration if expired or 3	 Supporting Documents (for Renewal) 3.1 Registration of Business from DTI, if expired or SEC Registration, if there's an amendment 		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority –		
3.2 Mayor's / Bu expired	siness Permit, if	provided by Applicant LGUs for every municipality			
3.3 Supply Agree Certificate fro	ement with or om SCC-holder eter), if expired	Provided by Applicant		cant	
* Original copy of purposes	the above documents	must be presei	nted for auther	ntication	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Filing of Application via email/mail or walk-in	 1.1 Receipt of application and logging 1.2 Endorsement of 			Assigned Staff/SRA, EIMD	
	application to assigned Assessor				
2. Assessment /Evaluation of Documentary Requirements	2.1 Review the completeness of documents against checklist of requirements and assessment of required fee			Online Evaluator/SRS, EIMD	

r		1		1
	2.2 Issuance of Order			
	of Payment, if			
	complete			-
	2.3 If incomplete,			
	return to client			
3. Checking of	3.1 If no pending case,			
pending cases	prepare			
	assessment for the			
	payment of			
	application fee			
	3.2 If with pending			Legal Officer,
	case, inform the			MFO
	applicant to pay			
	the penalties and			
	settle the case			
				-
	3.3 Subject to Legal			
	Clearance			
	3.4 Issuance of Legal			
	Clearance			
4. Payment of Fees	4.1 Processing of	Ack. Fee– Php		
	payment and	500.00		
	issuance of	SCC 1 st		
	Official Receipt	Issuance– Php		
		3,000.00		Collection Officer,
		SCC		MFO
		Renewal-		
		Php 2,500.00		
		Late Renewal-		
		Php 3,500.00		
5. Official	5.1 MFO suite			Assigned Staff/
acceptance of	database encoding		1 Working	SRS,
application	/updating		Day	EIMD
6. Processing of	6.1 Thorough	1		
application	Assessment of		10 Working	
	application		Days	
	6.2 Preparation of	1		Assigned Staff/
	Evaluation SCC	None		SRS,
	Certificate and	None		EIMD
	Cover Letter			
7. Approval/	7.1 Final review of	1		Supv. SRS /
Issuance of	Submissions		4 Working	Chief SRS,
Certificate			Days	EIMD
Ocranoate		1		

	7.2 Endorsement of SCC application for Director's approval	4 Working	Chief SRS, EIMD
	7.3 Approval of SCC	Days	<i>Director,</i> MFO
8. Releasing	8.1 Release of SCC to client	1 Working Day	Assigned Staff,
	8.2 Retain file copy of Application/ SCC		EIMD
Total Number of Day	/S	20 Working Days	



Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Refiller

DOE-MFO issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Bus	iness		
Who May Avail:	Entities intending to	o engage in the business of Refilling of LPG		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Application Form (N	ew/Renewal)	Provided by DOE-MFO or email to <u>eimd.doedavao@doe.gov.ph</u>		
1.1 Filled-out and not form complete with information:	n the following	Provided by Applicant		
1.1.1 Business name, telephone /email a	-			
1.1.2 Location and co LPG establishmer				
1.1.3 Name of owner in case of single proprietorship, or partners in case of partnership, or authorized representative in case of corporation				
2. Supporting Docume Application/Expired	•			
2.1 Registration of Bu SEC	siness from DTI,	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant		
2.2 Mayor's / Business Permit		LGUs for every municipality- provided by applicant		
2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP)-provided by applicant		
2.4 Permit to Operate Vessel from the D and Employment (epartment of Labor	Department of Labor and Employment (DOLE) – provided by applicant		

2.5 Authenticated copy of Supply Contract / Agreement with validity period		I	Provided by Ap	plicant
2.6 Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible/ authorized officer		Engineering Procurement /Contractor- Provided by applicant		
2.7 Plant Layout (no and other facilitie			Provided by ap	plicant
2.8 List of trained an personnel/service Certificate of Trai	emen (Submit	association		ompanies or LPG GIA and PLPGA - plicant
2.9 List of Clients/Cu	istomers	I	Provided by Ap	plicant
2.10 List of vehicles number, capaci	V	I	Provided by Ap	plicant
3. Supporting Docum	ents (for Renewal)			
3.1 Registration of B expired or SEC F there's an amend	Registration, if	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant		
3.2 Mayor's / Busine	ss Permit, if expired	LGUs for every municipality –provided by applicant		
3.3 Supply Agreeme	nt, if expired	Provided by applicant		
* Original copy of the purposes	above documents i	nust be presented for authentication		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Filing of Application via email/mail or walk-in Assessment /Evaluation of Documentary Requirements 	 1.1 Receipt of application and logging 1.2 Endorsement of application to assigned Assessor 			Assigned Staff/ SRA, EIMD
	2.1 Review the completeness of documents against checklist of requirements and assessment of required fees			Online Evaluator/SRS, EIMD
	2.2 Issuance of Order of Payment, if complete			

	2.3 If incomplete, return to client			
3. Checking of pending cases	3.1 If no pending case, prepare assessment for the payment of application fee			
	3.2 If with pending case, inform the applicant to pay the penalties and settle the case			Chief SRS, EIMD Legal Officer, MFO
	3.3 Subject to Legal Clearance			
	3.4 Issuance of Legal Clearance			
4. Payment of Fees	4.1 Processing of payment and issuance of Official Receipt	Ack. Fee– Php 500.00 SCC 1 st Issuance– Php 3,000.00 SCC Renewal- Php 2,500.00 Late Renewal – Php 3,500.00		<i>Collection Officer,</i> MFO
5. Official acceptance of application	5.1 MFO suite database encoding/ updating		1 Working Day	Assigned Staff/ SRS, EIMD
6. Processing of application	 6.1 Thorough assessment of application 6.2 Preparation of Evaluation, SCC 	None	10 Working Days	Assigned Staff/ SRS, EIMD
7. Approval/Issuance of	Certificate and Cover Letter		1 Working	Supr SPS
Certificate	submissions		4 Working Days	Supv. SRS, EIMD

	7.2 Endorsement of SCC application for Director's approval	4 Working Days	Chief SRS, EIMD
	7.3 Approval of SCC	Duys	<i>Director,</i> MFO
8. Releasing	8.1 Release of SCC	1 Working Day	Assigned Staff,
	8.2 Retain file copy of application /SCC		EIMD
Total Number of	Days	20 Working Days	5



Issuance of Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Retailer

DOE-MFO issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

trading of LPG pursuant to DC No.2014-01-0001 LPG Rules					
Office or Division	Energy Industry	/ Management Division (EIMD)			
Classification	Complex Trans	action			
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 REQU	JIREMENTS	WHERE TO SECURE			
1. Application Form (Ne	ew/Renewal)	Provided by DOE-MFO or email to <u>eimd.doedavao@doe.gov.ph</u>			
1.1 Filled-out and nota application form co following informatio	mplete with the	Provided by Applicant			
1.1.1 Business nar telephone / e					
1.1.2 Location and address of LF establishmen	PG				
1.1.3 Name of owr single proprie partners in ca partnership, o representativ corporation	torship, or ase of or authorized				
2. Supporting Documer Application/Expired					
2.1 Registration of Business from CDA, DTI or SEC		Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by Applicant			
2.2 Mayor's / Business	s Permit	LGUs for every municipality – provided by Applicant			
2.3 Fire Safety Inspect for Occupancy (for constructed facility	newly	Bureau of Fire Protection (BFP) – provided by Applicant			

2.4 Supply agree					
Certification f supplier (Dea	rom SCC-holder	Provided by Applicant			
2.5 List of vehicle plate number		Provided by <i>i</i>	Applicant		
2.6 DOE SCC Cl Pending Case	earance of No e, if applicable		Provided by D	OE-MFO	
3. Supporting Doc Renewal)	uments (for				
3.1 Registration of CDA, DTI, if e Registration, amendment	expired or SEC	Depart	ment of Trade ar	nt Authority (CDA) or nd Industry (DTI) or mmission (SEC) – applicant	
3.2 Mayor's / Bus expired	siness Permit, if		LGUs for every	municipality	
	ement with or rom SCC-holder eter), if expired		Provided by <i>i</i>	Applicant	
3.4 DOE SCC Cl Pending Case	earance of No e, if applicable	Provided by DOE-MFO Legal			
* Original copy of purposes	the above document	s must be p	presented for au	uthentication	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Filing of application via	1.1 Receipt of			REGI ONGIDEE	
email/mail or walk-in	application and logging			Assigned Staff/SRA,	
email/mail or	application and logging 1.2 Endorsement of application to assigned Assessor				
email/mail or	application and logging 1.2 Endorsement of application to assigned			Assigned Staff/SRA,	

	2.3 If incomplete,			
	return to client			
3. Checking of pending cases	3.1 If no pending case, prepare assessment for the payment of application fee 3.2 If with pending case, inform the applicant to pay the penalties 3.3 Subject to Legal Clearance			Chief SRS, EIMD Legal Officer, MFO
	3.4 Issuance of			
4. Payment of applicable fees	Legal Clearance 4.1 Processing of payment and issuance of Official Receipt	Ack. Fee– Php 500.00 SCC 1 st Issuance– Php 3,000.00 SCC Renewal– Php 2,500.00 Late Renewal- Php 3,500.00		<i>Collection Officer,</i> MFO
5. Official acceptance of application	5.1 MFO suite database encoding/ updating		1 Working Day	Assigned Staff/SRS, EIMD
6. Processing of application	6.1 Thorough assessment of application 6.2 Preparation of	None	10 Working Days	Assigned Staff/SRS, EIMD
	Evaluation, SCC Certificate and Cover Letter			

7. Approval/ Issuance of Certificate	7.1 Final review of Submissions		4 Working Days	Supv. SRS / Chief SRS, EIMD
	7.3 Endorsement of SCC application for Director's approval		4 Working Days	Chief SRS, EIMD
	7.4 Approval of SCC			<i>Director,</i> MFO
8. Releasing	8.1 Release of SCC			
	8.2 Retain file copy of application /SCC		1 Working Day	Assigned Staff, EIMD
Total Number of	Days	2	0 Working Day	'S



Issuance Standards Compliance Certificate (SCC) for Liquefied Petroleum Gas (LPG) Hauler

DOE-MFO issuance of Standards Compliance Certificate (SCC) 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.2014-01-0001 "LPG Rules"

Office or Division	Energy Industry Management Division (EIMD)				
Classification	Complex Trans	action			
Type of Transaction	Government-2-Business				
Who May Avail	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders from one place to another				
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
1. Application Form (Ne	ew/Renewal)	Provided by DOE-MFO or email to <u>eimd.doedavao@doe.gov.ph</u>			
1.1 Filled-out and nota application form co following information	mplete with the	Provided by Applicant			
1.1.1 Business nar telephone / e	, , ,				
1.1.2 Location and address of LF establishmen	PG				
1.1.3 Name of own single proprie partners in ca partnership, c representative corporation	etorship, or ase of or authorized				
2. Supporting Documer Application/Expired					
2.1 Registration of Bu CDA, DTI or SEC		Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by Applicant			
2.2 Mayor's / Busines	s Permit	LGUs for every municipality – provided by Applicant			

2.3 Conveyance Bureau of Fi	Permit from the re Protection	Bureau c	of Fire Protection Applica	(BFP) – provided by ant	
2.4 Hauling Con	tract	Agreement from oil companies - Provided by applicant			
plate numbe	bulk LPG l, capacity, OR/CR,	Provided by applicant, DOST for calibration certificate			
for the trans cylinders (m number and	ry trucks/vehicles port of LPG in ake/model, plate capacity, OR/CR)		Provided by <i>i</i>	Applicant	
3. Supporting Docu Renewal)	uments (for				
3.1 Registration of CDA, DTI, if e Registration, in amendment	xpired or SEC	Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant			
3.2 Mayor's / Bus expired	iness Permit, if	LGUs for every municipality			
3.3 Hauling Contr	ract, if expired	Provided by Applicant			
* Original copy of t purposes	he above document	s must be presented for authentication			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
 Filing of application via email/mail or walk-in 	1.1 Receipt of application and logging			Assigned Staff/SRA,	
	1.2 Endorsement of application to assigned Assessor			EIMD	
2. Assessment /Evaluation of Documentary Requirements	2.1 Review the completeness of documents against checklist of requirements and assessment of required fees			Online Evaluator/SRS, EIMD	

r			1		
		2.2 Issuance of			
		Order of			
		Payment, if			
		complete			
		2.3 If incomplete,			
		return to client			
3.	Checking of	3.1 If no pending			
	pending cases	case, prepare			
	1 5	assessment for			
		the payment of			
		application fee			
		application roo			
					Chief SRS,
					EIMD
		3.2 If with pending			
		case, inform the			Local Officer MEO
		applicant to pay			Legal Officer, MFO
		the penalties			
		3.3 Subject to Legal			
		Clearance			
		3.4 Issuance of			
		Legal Clearance			
4.	Payment of	4.1 Processing of	Ack. Fee-		
	applicable fees	payment and	Php		
		issuance of	500.00		
		Official Receipt	SCC 1 st		
			Issuance-		
			Php		
			3,000.00		
			SCC		Collection Officer,
					MFO
			Renewal–		
			Php		
			2,500.00		
			Late		
			Renewal-		
			Php		
			3,500.00		
F	Official	5.1 MFO suite			
5.	-	database			Assigned Staff/SDS
	acceptance of			1 Working Day	Assigned Staff/SRS,
	application	encoding/			EIMD
6	Dreese in a of	updating	Nere		
6.	Processing of	6.1 Thorough	None		
	application	assessment of		10 Working	
		application		Days	Assigned Staff/SRS,
					EIMD

	6.2 Preparation of Evaluation, SCC Certificate and Cover Letter				
7. Approval/ Issuance of Certificate	7.1 Final review of Submissions	4 Working Days	Supv. SRS / Chief SRS, EIMD		
	7.3 Endorsement of SCC application for Director's approval	4 Working Days	Chief SRS, EIMD		
	7.4 Approval of SCC		<i>Director,</i> MFO		
8. Releasing	8.1 Release of SCC				
	8.2 Retain file copy of application /SCC	1 Working Day	Assigned Staff, EIMD		
Total Number of Days 20 Working Days					



Mindanao Field Office

Internal Services



Issuance of Legal Opinion

Walk-In transaction only.

Office or Division:	Office or Division: Mindanao Fi			eld Office – Office of the Director		
Classification:		Simple Tran	saction			
Type of Transactio	n:	Governmen	t-2-Govern	ment		
Who May Avail:		MFO Employees				
CLIENT STEPS	AGENCYACTIONS		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	<i>Legal Officer,</i> MFO	
1.2. Issuance of legal opinion				<i>Legal Officer,</i> 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 Transactio	on:	Government-2-Citizen			
Who May Avail:		Applicant			
CHECKLIST OF	REQUIR	EMENTS	WHERE TO SECURE		
1. Official Record of	f Pending Violations			Legal Of	ficer
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application form	Viol	tificate of No ations	None	one	Assigned Staff, MFO Legal Officer,
1.2. Signature 1.3 Releasing and			1 Working Day	MFO	
Recording				Assigned Staff, 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 Transacti	on	Government-2-Government				
Who May Avail		All MFO Personnel				
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SEC	CURE	
1. Request for Ma	iling/P	ostal Form				
2. Letter/s			Ν	/IFO-Office of the	Director	
3. Summary of Re	equest	for Mailing				
CLIENT STEPS	AGI	ENCYACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Endorse mails to the Office of the Director	if	Receive and check the requirements fre complete		6 hours	<i>Admin. Aide III,</i> MFO	
		Deliver mails to post office			Admin. Aide III, MFO	
	rd tl n a d f f F	Prepare for eimbursement of he request for nailing with duly accomplished locuments and orward to the Petty Cash Custodian	Fees charged by the Postal Office	2 hours	<i>Admin. Aide III,</i> MFO	
Total Number of D	Imber of Days 1 Working Day					



Processing of Petty Cash

Office or Divisio	on:	Mindanao Field	Office – Office of	the Director		
Classification:		Simple Transact	ion			
Type of Transac	ction:	Government-2-0	Government			
Who May Avail:	1	All MFO Person	-O Personnel			
CHECKLIST C	OF REQ	UIREMENTS		WHERE TO SEC	CURE	
1. Approved Pett	y Cash '	Voucher				
2. Official Receip	ots as Pr	oof of Purchase				
3. Approved Pure	chase R	equest				
4. Quotations fro	m at lea	st 3 suppliers	En	d User's Division	/Section	
5. Abstract of Ca	nvass					
6. Approved Pure	chase O	rders				
7. Inspection and	Accept	ance Report	ce Report			
CLIENT STEPS	AGEN	ICY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Duly approved Petty Cash Vouchers (PCV)	ap su do en 1.2 Ch the su do 1.3 Ap	ceive duly proved PCV and pporting cuments from d-user eck and review e attached pporting cuments proved PCV for	Payment of Vehicle Repair / Maintenance Postage Stamp & Mailing Services	1 Working Day	<i>Admin. Officer IV,</i> MFO	
		yment lease of Petty sh	Emergency Purchases			
Total Number of	f Days			1 Working Day		



Processing of Transportation and Logistics

Office or Division:		Mindanao Field Office – Office of the Director				
Classification:		Simple Transactions				
Type of Transact	ion:	Government-2-	Governmen	ıt		
Who May Avail:		DOE-MFO Emp	oloyees			
CHECKLIST O	F REQI	JIREMENTS		WHERE TO S	ECURE	
1. Duly Accomplis	shed Tri	p Ticket	Drivers	/ Authorized Driv	ers of the Vehicles	
CLIENT STEPS	AGE	NCYACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished Trip Ticket	accomplished Trip TicketTicket from requesting Division/Section1.2Assign service vehicle and driver. Inform the driver of the trip1.2.1 Trips within Davao City shall be endorsed by the Division Chief and approved by the				Admin. Assistant III,	
			None	1 Working Day	MFO	
					Chief SRS, EIMD / ERDUD Director, MFO	
MFO Director 1.2.2 Trips outside Davao City shall be recommended by the Division Chief and approved by the MFO Director				Chief SRS, EIMD / ERDUD <i>Director,</i> MFO		
1.3 Log the approved Trip Ticket and return to the requesting Division/Section					<i>Admin. Assistant III,</i> MFO	
Total Number of I	Days			1 Working Day		



Receiving and Endorsing Outgoing Documents

Office or Division:		Mindanao Field Office – Office of the Director				
Classification:	Simple Transactions					
Type of Transactio	n:	Government	t-2-Business			
Who May Avail:		Clients / All	Government l	Jnits / All DOE	Employees	
CHECKLIST OF	REQUIR	EMENTS		WHERE TO SE	CURE	
1. Receiving emails	/docume	nts	DC	DE-MFO / Assig	ned Staff	
CLIENT STEPS	AGENC	YACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Incoming and Outgoing Communications (Walk-in/ Mailed communications and E-mailed communications)	1.2 Log Con to th Trac (DT 1.3 Prej Inst nme Slip 1.4 End com to th the	nowledge e- l or mailed ument nmunications ne Document cking System S) pare ruction/Assig ent Slip (I/A) orse nmunication ne Office of Director	None	1 Working Day	<i>Admin. Assistant I,</i> MFO	
	1.5 Review and evaluate communication and assigned to the concerned Division/Section				<i>Director,</i> MFO	

1.6Forward Instruction/Assi nment Slip to th assigned Division/Staff with attachmen for appropriate actions	e Admin. Assistant I, MFO
1.7 Log action take by the concerne Division/Section in the DTS	ed Assigned Staff,
1.8 Send MFO's action taken in the outgoing documents thru MFO's gov. ma	
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 Employ	ees				
CHECKLIST OF	RE	QUIREMENTS		WHERE TO S	ECURE		
1. Office Performan Review (OPCR)	ce C	commitment and					
2. Individual Perform and Review (IPC		e Commitment					
3. Coaching and Mo	onito	ring Form (CMF)		MFO-Office of th	ne Director		
4. Individual Develo	pme	nt Plan (IDP)					
5. Summary Report Per Office/Divisio		argets, Ratings of					
CLIENT STEPS	AG	GENCY 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	<i>Admin. Officer II,</i> 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	Office or Division: Mindanao Field Office – Office of the Director					
Classification:		Simple Transa	ction			
Type of Transa	ction:	Government-2	2-Government			
Who May Avail:	:	Mindanao Fie	ld Office			
CHECKLIST OF		UIREMENTS	١	WHERE TO SEC	CURE	
1. Order of Pay	ment		MF	O-Office of the	Director	
CLIENT STEPS	AGEN	ICY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Obtain Order of Payment from MFO-OD	of	heck the Order f Payments gainst Fees nd Charges	Application Fee Ack. Fee		<i>Admin. Assistant III,</i> MFO	
	1.2 Issue Official Receipt for the Payment Received 1.3 Deposit Collections to Land Bank of the Philippines with duly signed slips and summaries		Certificate of Compliance Fee		Collecting Officer, MFO	
			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)	<i>Admin. Assistant III,</i> MFO	
Total Number of Days 2 Working Days					5	



Processing of Procurement Through PS-DBM

Office or Division	ı	Mindanao Field O	Office – Office of the Director				
Classification		Simple Transaction	imple Transaction				
Type of Transact	ion	Government-2-G	overnment				
Who May Avail		Mindanao Field (Office				
CHECKLIST	OF REQU	JIREMENTS		WHERE TO S	ECURE		
Request (APR) consolidated M	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	AGEN	NCYACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Consolidation of APP-CSE of DOE-MFO	of APP-CSE of Procurement			1 Working Day	<i>Admin. Assistant I,</i> MFO		
	1.2 Prej pay	pare check ment	Total amount		Admin. Officer IV, MFO		
payment 1.4. Claim va supplies requeste				1 Working Day	<i>Admin. Assistant I,</i> MFO		
Total Number of	offic	ce supplies		2 Working Dave			
Total Number of	Days			2 Working Days			



Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

Office or Division:	Mindanao Field Office	e – Office of	the Director		
Classification:	Simple Transactions	S			
Type of Transaction	: Government-2-Gove	ernment			
Who May Avail:	DOE-MFO Employe	es			
CHECKLIST OF		WHERE TO SE	CURE		
 Properly filled-up F (RIS) (To issue common materials and Prop Equipment to require 	perty, Plant and	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 Dov	<i>Admin. Assistant I,</i> MFO	
	 1.2 Prepare duly signed Inventory Custodian Slip (ICS) for Semi- Expendable Supplies, if any 1.3 Prepare and release stocks per Division and/or Individual 		1 Working Day	<i>Admin. Assistant</i> <i>I,</i> MFO <i>Admin. Assistant</i> <i>I,</i> MFO	
		1 Working Day	<i>Admin. Assistant</i> <i>I,</i> MFO		
Total Number of Day	'S	2 \	Working Days		



Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Office or Division:	Mindanao Field Office	e – Office of the Director		
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Gove	rnment		
Who May Avail:	DOE Employees			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1. Local Travel Expense	es estatution estatu			
1.1Duly Approved Tr1.2Actual Itinerary of approved by auth1.3Certificate of Trav1.4Certificate of Approximation	Travel duly orized officials el Completed	Concerned Employee		
1.5 Plane / Bus / Boa Passes / Terminal	t Tickets / Boarding Fees	Concerned Employee / Airline / Bus / Ferry Company		
1.6 Official Receipts f accommodations Statements of Acc related travel exp	together with hotel count and other	Concerned Employee / Hotel		
•	es incurred, a benses duly signed jency or authorized			
mode of transport	ather than ordinary ation duly noted by I proof of payment or expense Receipt	Concerned Employee		
Public Utility and launches, motor	s or special hires of garage car, poats, extraordinary sportation:			
1.9.1 Proof of Pay each fare in	ment or RER for excess of Php 75.00	Concerned Employee		
1.9.2 Certification	from local official prevailing charter	Concerned Employee / Local Official		

	4 4 0		
	1.10	For fuel expenses incurred:	
		1.10.1 Official Receipt	
		1.10.2 Copy of duly accomplished	Concerned Employee
		Vehicle Trip Ticket	
	1.11	If cash advance was granted, copy	
		of previously approved itinerary of	Concerned Employee
		travel	
	1.12	Liquidation Report	Concerned Employee
2.	Fore	eign Travel	
	2.1	Duly signed Travel Authority from	
		the Office of the President or	
		Authorized Official	
	2.2	Actual Itinerary of Travel duly	Concerned Employee
		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	
		If cash advance was granted, copy	
		of previously approved itinerary of	Concerned Employee
		travel	
	2.8	Liquidation Report	
3.	Rep	resentation, Conference and	
	Mee	ting Expenses	
	3.1	Official Receipt, Cash Invoice /	
		Statement of Account	
	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	Concorned Employee
		applicable	Concerned Employee
		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	
L	2.0		

CLIENT STEPS	AGENCYACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents 				Concerned Employee, MFO
	1.1 Receive/review and process liquidation papers / informs the employee to pay refund, if any.	N / A	3 Working Days	<i>Admin. Officer II,</i> MFO
	1.2 If there is a refund, will prepare Order of Payment before paying at the cashier / submit receipt of payment			Admin. Officer II/ Concerned Employee, MFO
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report			<i>Admin. Officer II,</i> MFO
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents			Admin. Officer II/ Concerned Employee, MFO
	1.5 Record Liquidation/submit to COA			<i>Admin. Officer II,</i> MFO
Total Number of Days	6		3 Working Days	S



Processing and Filing OF SALN

This applies to transactions done for DOE employees

Office or Division:	Mindanao Field Offic	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction				
Type of Transaction:	•	Government-2-Government			
Who May Avail:	DOE-MFO Employe				
CHECKLIST OF RE				ECURE	
1. Refer to the list of req of SALN	uirements for filing	Civ	il Service Commis		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form		1 Working Day	Concerned Employee Director / Notarizing lawyer	
2. Submit signed or notarized SALN Form to the respective division/section	2.1 Checks and consolidates SALN Form	N / A		Assigned Staff, Division/ Section	
	2.2 Submits consolidated SALN Form to the OD		1 Working Day	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	<i>Admin. Officer II,</i> 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		ld Office – Office of the Director				
Classification: Com		Complex Tran	Complex Transaction			
Type of Transactio	n:	Government-	2-Governm	ent		
Who May Avail:		Other Goverr	nment Entiti	es / LGUs / SUC	s / Schools	
CHECKLIST O		EMENTS		WHERE TO SE	CURE	
1. Letter of Intent fro Donee - Donation		Recipients/	Other Go	vernment Entitie Schools	s / LGUs / SUCs /	
 Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale Return to Store (RTS) – Donation and Sale 		MFO-Office of the Director		e Director		
CLIENT STEP	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
DISPOSAL THRU DO	NATION		•			
	1 Droft al					
	for ap the Ce donate availa unserv workir Plant a	ble viceable or ng Property and ment (PPE)	None	2 hours	<i>Admin. Officer IV,</i> 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	<i>Admin. Officer IV,</i> MFO
2. Wait for the approval of the donation	2.1 Prepare Inventory and Inspection Report of Unserviceable Properties (IIRUP) and Return to Store (RTS)	3 hour	<i>Admin. Officer IV,</i> MFO
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation	2 hours	Admin. Officer IV, MFO
	2.3 Secure a signed memorandum & IIRUP & RTS from the MFO Director and forward to the mailing in-charge.	1 Working Day	WI C
Total Number of Da	ays	5 Working Days	



Processing for the Disposal of Unserviceable Properties Thru Sale

Office or Division: Mindanao Fie		ield Office –	Office of the Direc	ctor	
Classification: Complex Tra		ansaction			
Type of Transacti	on:	Governmen	it-2-Governi	ment	
Who May Avail:		Other Gove	rnment Ent	ities / LGUs / SU	Cs / Schools
CHECKLIST OF	REQUIR	EMENTS		WHERE TO	SECURE
1. Letter of Intent from Recipients	om Qualifi	ed	Other (Government Enti Schoo	ties / LGUs / SUCs / bls
 2. Duly accomplished Inventory Report Properties (IIRUF 3. Return to Store (Sale 	of Unserv P) – Sale	Unserviceable - Sale MFO-Office of the Director		the Director	
CLIENT STEPS	AGENC	YACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prope Check inspe be Re Store 2. Prepa Store Inven Inspe Unsel Prope (IIRU unser prope dispo	viceable erties. ks and cts PPEs to eturn to (RTS) are Return to (RTS) and tory and ction of rviceable erties P) of all viceable erties for sal	None	3 Working Days	<i>Admin. Officer IV,</i> MFO
	3. Collec quota qualif of all unser	ct three (3) tions for ied bidders viceable erties for		1 Working Day	<i>Admin. Officer IV,</i> 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 <i>Admin. Officer IV,</i> 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 $\ensuremath{\mathsf{DOE}}\xspace$ MFO

Office or Division:	Mindanao Field C	Office – Office of the Director		
Classification: Complex Transa		ctions		
Type of Transaction:	Government-2-0	Government	t / Government-2-Ci	tizen
Who May Avail:	External applica	nts; Interna	l applicants (DOE ei	mployees)
CHECKLIST OF REG	UIREMENTS		WHERE TO SEC	URE
1. Refer to Guidelines of the DOE website	Application in	Downloa	adable Forms availa website	ble in the DOE
CLIENT STEPS AG	ENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
e	eceive and ndorse job pplications from IRMD		1 Hour	<i>Records Officer,</i> MFO
ii a t t E	Schedule of nterview to job pplicants subject to the availability of he MFO End-User Evaluation Committee		2 Hours	<i>Director,</i> MFO
a a c	Coordination with pplicants and onfirmation for job nterview	None	2 Working Days	Admin. Officer II, MFO
c	Preparation of ocuments needed or the interview		4 Hours	Admin. Officer II, MFO
5. 1	nterview proper		1 Working Day	MFO End-User Evaluation Committee
e	Consolidation and valuation of esults		2 Working Days	Admin. Officer II, MFO
e e	pproval of ndorsement of ualified applicants or DOE-HRMD		1 Working Day	<i>Director,</i> MFO

endorsement to HRMD Total Number of Days	7 Working Days	MFO
8. Transmittal of memorandum for	1 Hour	Admin. Officer II,



Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Office or Division:	Mindanao Field Office – Office of the Director		
Classification:	Simple Transaction		
Type of Transaction:			
Who May Avail:	DOE Employees		
CHECKLIST OF REG		WHERE TO SECURE	
	•	WHERE TO SECORE	
1. Local Travel Expenses			
1.1 Prior to Departur			
1.1.1 Approved Tr numbered	avel Order, duly	Concerned Employee	
1.2 Upon Completion	n of Travel		
1.2.1 Duly Approved Travel Order1.2.2 Actual Itinerary of Travel duly approved by authorized officials1.2.3 Certificate of Travel Completed1.2.4 Certificate of Appearance/		Concerned Employee	
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 1.2.8 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation 		Concerned Employee	

 2.2.5 Plane tickets, Boarding Pass 2.2.6 Official Receipts/bills for non- commutable, in case entitled to travel allowance or for expenses claimed on actual 	Concerned Employee / Airline Concerned Employee
-	Concerned Employee / Alfiline
2.2.5 Plane tickets, Boarding Pass	
	Concorned Employees / Airline
	Concerned Employee
•	
numbered	Concerned Employee
•	
-	
copy of previously approved	Concerned Employee
1.2.11 If cash advance was granted,	· · · ·
Copy of Duly Accomplished Trip	Concerned Employee
Official Receipt	Concerned Employee
1.2.10 For fuel expenses incurred	
Certification from local official regarding the prevailing charter rates of the place visited	Concerned Employee / Local Official
1.2.9.2	
1.2.9.1 Proof of Payment or RER for each fare in excess of P 75.00	Concerned Employee
motorboats, extraordinary means of transportation:	
1.2.9 For chartered trips or special hires of Public Utility and	
Receipt (RER) for each fare in excess of P75.00	
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 1.2.9.2 Certification from local official regarding the prevailing charter rates of the place visited 1.2.10 For fuel expenses incurred: 1.2.10.1 Official Receipt 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 Prior to Departure 2.1.1 Approved Travel Order, duly

2.2.7 Nar	rative Report				
2.2.8 lf gr	anted cash advance, c		1		
previously approved itinerary travel		ary of			
CLIENT STEPS	AGENCY ACTIONS	FEES BE P		PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director- Accounting In charge		No	ne	7 Working Days	Concerned Employee, MFO
	 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. 				<i>Admin. Officer II,</i> MFO
	1.2 Indicate and record the DV date, number, particulars and amount in individual index of payment				<i>Admin. Officer II,</i> MFO
	1.3 Certify DV (Box C) of as to availabilty of cash, completeness of documents and if amount claimed				<i>Admin. Officer II,</i> MFO

disbursing signatories 1.8 Record the DV	MFO
documents to the disbursing signatories	Admin. Officer IV, MFO
documents to the disbursing	· · · · · · · · · · · · · · · · · · ·
1.7 Forward check with DV and its supporting	Director/
necessary details on the check 1.7 Forward check	MFO
1.6 Encode and print	MFO Admin. Officer II,
approval of payment 1.5 Issue check	MFO Admin. Officer IV,
1.4 Approve DV (Box D) as to	Director,



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 REG	UIREMENTS	WHERE TO SECURE	
* Based on Commission on Audit (COA) Circ Guidelines and Documentary Requirements Other documentary requirements may be re			
1. Utilities Expense (Wa and Communication Expenses	/Telephone		
1.1 Billing Statement / 3 Account	Statement of	Concerned Utility Provider	
2. Janitorial / Security a Provider			
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds		Administrative Assistant I MFO-OD	
2.2 Billing Statement/S Account	tatement of	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 individual order			
funds	e of availability of	DOE-HRMD	
3.1.2 Accomplishme		Concerned Employee	
3.1.3 Approved Dai	ly Time Record	Concerned Employee	

4.	Setting Up of Pet	ty Cash Fund			
	the Agency or a designating a	igned by the Head of authorized official specific employee as sing Officer (SDO) for	MFO Director		
5.	Job Order for Re	pair and			
	Maintenance5.1 Duly signed P	urchase Order			
		Acceptance Report	_	Concerned Em	oloyee
	5.3 Approved Pur	chase Request	-		-
	5.4 BAC Resolution	on		MFO-SBAC Sec	retariat
6.	Representation/				
		d meeting expense			
	6.1 Official Receipt Statement of A	-			
	6.2 List of Attendee		-	Concerned Em	oloyee
	6.3 Minutes of the	0	-		
7.	Gasoline/ Fuel/ O				
	7.1 Billing Stateme Account	Concerned Employee			
	7.2 Vehicle Trip Tid				
	7.3 Duly signed Pu				
	7.4 Approved Purc	hase Request			
	7.5 Inspection and	Acceptance Report	1		
	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			<i>Admin. Officer II,</i> MFO

1.2 If incomplete, return the DV and request the concerned employee to comply with the requirements	<i>Admin. Officer II,</i> MFO
1.3 If complete, compute for applicable taxes, if any	<i>Admin.</i> Officer II, MFO
1.4 Prepare Certificate of taxes withheld (BIR Form 2306/2307), if applicable	<i>Admin. Officer II,</i> MFO
1.5 Indicate and record the DV date, number, particulars and amount in individual index of payment	<i>Admin. Officer II,</i> MFO
1.6 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed is proper	<i>Admin. Officer II,</i> MFO
1.7 Approve DV (Box D) as to approval of payment	<i>Director,</i> MFO
1.8 Issue check	Admin. Officer IV, MFO
1.9 Encode and prints necessary details on the check	<i>Admin. Officer II,</i> MFO
1.10 Forward check with DV and its supporting documents to the disbursing signatories	<i>Admin. Officer IV,</i> MFO

1.11 Record the issued in the General Leo Employee Subsidiary L and Supplie Subsidiary L	e Iger, .edger r
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 F	REQUI	REMENTS	REMENTS WHERE TO SECURE		
1. Inspection Report				EIMD Inspec	tor
2. Special Assignment	Order			EIMD Division	Chief
3. Travel Order				EIMD Division	Chief
1. Record of Administ	trative (Cases	MFO Legal Officer		
CLIENT STEPS	PS 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	Exa	view and amination of pection Report			
	violati 1.a	e are no ons: . Return the case record to the Inspector to update MFO ITS and for archive e is a violation: .Forward to Legal Officer for drafting of administrative decision		1 Working Day	<i>Director,</i> MFO

	1.b.Draft the		
	Administrative		
	Decision.		
	1.c.Forward the		Legal Officer,
	Draft Decision	10 Working Days	MFO
	to the Division		
	Chief of the		
	EIMD for further		
	comments.		
	1.d.Further evaluate		
	the draft		Chief SRS,
	decision and	1 Working Day	EIMD
	consult with		
	Legal Officer		
	If the EIMD Chief SRS		
	has further		
	comments:		
	commenta.		
	1.a.Make proper		
	amendments to	1 Working day	Legal Officer,
	the draft		MFO
	decision		
	1.b. Forward the		
	Draft Decision		
	to the Director		
	1.c Further evaluate		
	the draft		
	decision and	1 Working Day	Director,
	consult with	. Homing Edy	MFO
	Legal Officer		
	If the EIMD Chief SRS		
	has no further		
	comments:		Chief SRS,
			EIMD
	1.a.Forward the		
	Draft Decision	1 Marking day	
	to the Director	1 Working day	
	1.b.Further evaluate		
	the draft		
	decision and		Director,
			MFO
	consult with		
	Legal Officer		
	If the Director has		
	further comments:		
		2 Working Days	Legal Officer,
	1.a. Make proper		MFO
	amendments to		
	the draft		
L			

decision		
decision 1.b.Print the		
		Legal Assistant,
Administrative		MFO
Decision		
1.c Sign the		Director,
Administrative		MFO
 Decision		
1.d.A copy of the		
Administrative		
Decision is		
prepared to be		Legal Assistant,
furnished to the		MFO
Client, with		
Inspection		
Report attached		
1.e.Case is		
included in		Legal Officer,
Record of		MFO
Cases		
1.f. Case folder is		
returned to		Legal Officer,
Inspector to		MFO
		MFO
update MFO		
ITS and for		
archive		
If the Director has no		
further comments:		
further comments.		
1.a. Print the		Legal Assistant,
Administrative		MFO
Decision		
1 b Sign the		
1.b. Sign the Administrative		Director,
Decision	1 Working Day	MFO
Decision	I WORKING Day	
1.c. A copy of the		
Administrative		
Decision is		
prepared to be		Legal Assistant,
furnished to the		MFO
Client, with		
Inspection		
Report attached		

	1.d. Case is included in Record of Cases			<i>Legal Officer,</i> MFO
	1.e. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer,</i> MFO
Total Number of Days (If there is no violation)			1 Working Day	
Total Number of Days (If both EIMD Chief SRS and MFO Director have no comments)			14 Working Days	6
Total Number of Days (If either EIMD Chief SRS or MFO Director has no comments)			15 Working Days	5
Total Number of Days (If both EIMD Chief SRS and MFO Director have comments)			16 Working Days	6

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	 Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials.
	 Send thru email to the Consumer Welfare and Promotion Office (CWPO) at <u>cwpo@doe.gov.ph</u> and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at <u>doe.eodbc@gmail.com</u>.
How feedbacks are processed	 Filled-out Customer Feedback Forms are collected, evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.
	 Feedback received thru email are evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.
How to file a complaint	 Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/ Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials.
	 Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at <u>cwpo@doe.gov.ph</u> and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at <u>doe.eodbc@gmail.com</u>
How 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.