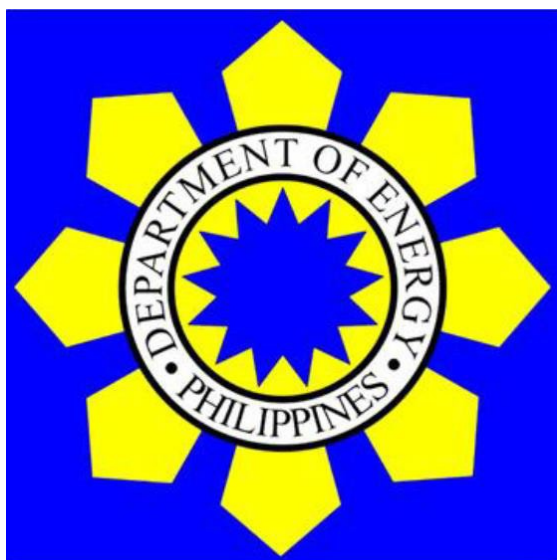




Department of Energy

Citizen's Charter --- Handbook

2021
2nd Edition



DEPARTMENT OF
ENERGY

CITIZEN'S CHARTER
2021 (2nd Edition)



I. Mandate:

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

II. 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:

S E R V E right the first time and every time thereafter

L I S T E N with utmost courtesy, respect and understanding

R E S P O N D promptly, efficiently, and effectively

E X C E L to exceed the needs and expectations of the general public.

DEPARTMENT OF ENERGY

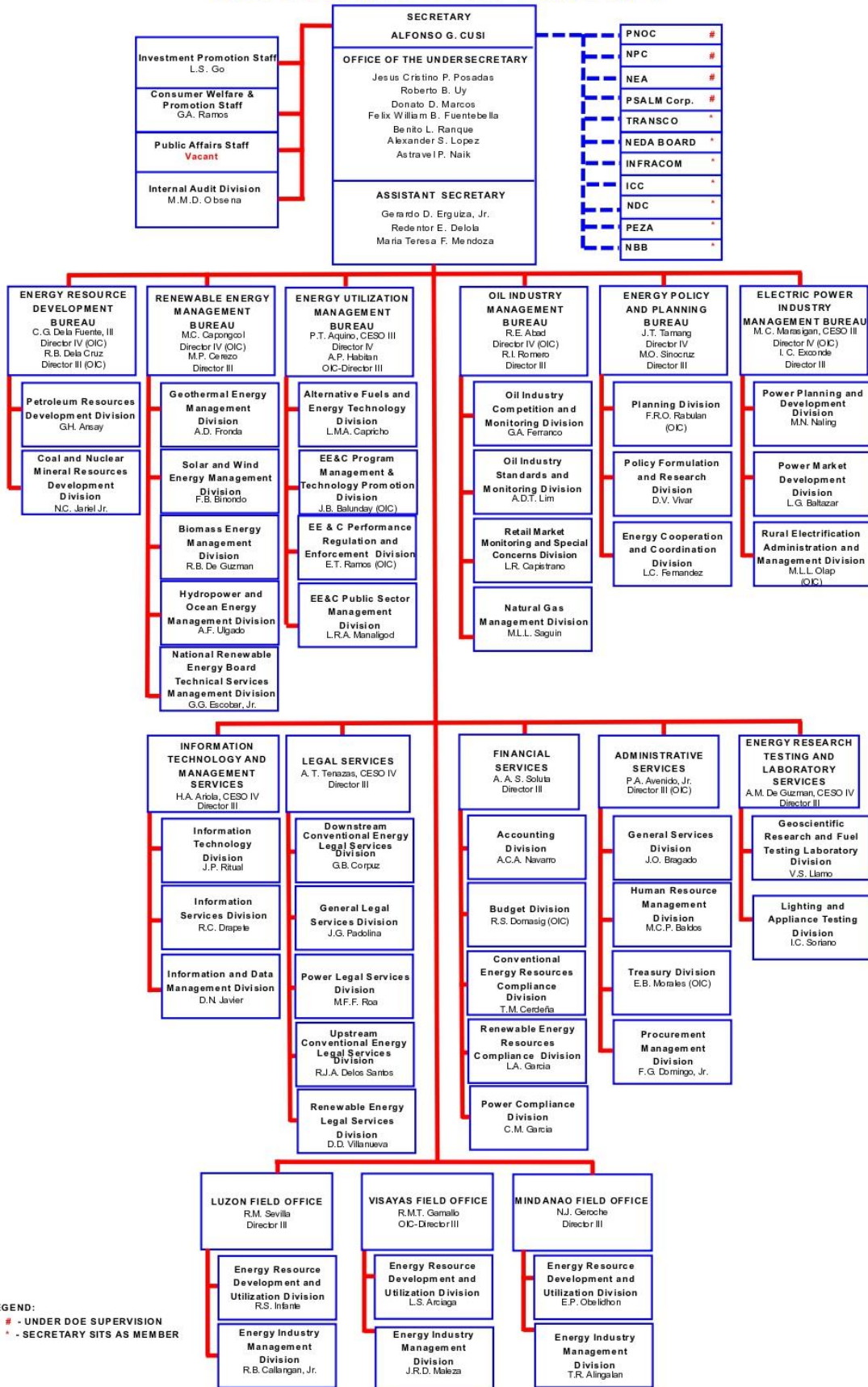


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**ENERGY RESOURCE DEVELOPMENT BUREAU
(ERDB)**



SUMMARY

Energy Resource Development Bureau (ERDB)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL SERVICES		
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
Coal and Nuclear Minerals Division (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-Business			
Who May Avail:	Petroleum Service Contract Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter addressed to the Undersecretary		Client		
2. Performance Bond		Insurance Companies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment		1 Working Day	<i>Records Offices, RMD</i>
	1.2 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse request to PRDD			<i>Director, ERDB</i>
	1.3 Technical Evaluation	None	1 Working Day	<i>Petroleum Resources Development Division</i>

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



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

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

	<i>are not satisfied, DOE informs or sends letter to Service Contractor giving reason for disapproval</i>			
	3.4 Approval of TEC & Endorsement for Clearance		2 Working Days	<i>Director, ERDB</i>
	3.5 Legal Evaluation <i>Note: If legal requirements are not satisfied: DOE informs or sends letter to Service Contractor giving reason for disapproval</i>		2 Working Days	<i>Division Chief, Conventional Energy Legal Services Division (CELSD)</i>
	3.6 Endorsement for Clearance		1 Working Day	<i>Division Chief, CELSD & Director Legal Services</i>
	3.7 Clearance for TEC; If cleared: TEC Approval <i>Note: If not cleared: DOE informs or sends letter to Service Contractor indicating the reason for disapproval</i>		7 Working Days	<i>Supervising Undersecretary / Office of the Secretary</i>
	3.8 Signing of TEC & Transmittal to the Records Section for Releasing		1 Working Day	<i>Director, ERDB</i>
	3.9 Authentication (DOE Dry Seal)		1 Working Day	<i>Division Chief, Records</i>

	TEC Ready for Release / Pick up by Client Retention of duplicate copy			<i>Management Division</i>
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 Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Existing Petroleum Service Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter addressed to ERDB Director		Client		
2. Annex of Subcontracts		DOE Prescribed Format		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of subcontracts	1.1 Official receiving of documents	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit the application to ERDB			
	1.3 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse the request to the Petroleum Resources Development Division (PRDD)		1 Working Day	<i>Director, ERDB</i>
	1.4 Technical Evaluation		8 Working Days	<i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>

	<p>1.4.1 Evaluate subcontracts in accordance to the submitted Work Program and Budget for the Calendar Year for Petroleum-Operations related subcontracts and/or administrative subcontracts</p> <p><i>Note: If submission is incomplete, a Deficiency Notice is issued to the contractor. Those that have passed will be referred to the Legal Services for further evaluation.</i></p>	None		<p><i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS II</i></p>
	1.4.2 Prepare memorandum to the Legal Services for Legal Evaluation			<p><i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS II</i></p>
	1.5 Legal Services to check legality of the subcontracts for registration (i.e., compliance to DOE DC2014-08-0013)		8 Working Days	<p><i>Director, Legal Services</i></p>
	1.5.1 If submission did not meet the deadline, the submission will be penalized. Failure to pay within 60 days from receipt of		1 Working Day (if necessary)	<p><i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS II</i></p>

	penalty notice will result in disallowance for cost –recovery.			
	1.5.2 Issue Order of Payment		30 minutes (if necessary)	<i>PRDD Administrative Clerk</i>
	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)	30 minutes (if necessary)	<i>Collection Officer, Treasury Division</i>
	1.6 Issue the Confirmation of Subcontract Registration	None	1 Working Day	<i>Director, ERDB</i>
	1.7 Recording and filing of Subcontract Registration			<i>Senior SRS, PRDD</i>
	1.8 Registered Subcontract ready for release to the Client		1 Working Day	<i>PRDD Administrative Clerk</i>
Total Number of Days			20 Working Days per subcontract (i.e. if 3 subcontracts were submitted in an application, 60 working days to process)	



Conduct of Oil and Gas Seep Investigation

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business / Government-2-Citizen			
Who May Avail:	Any Individual / LGUs / Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Full name and contact details (phone number, address/email) of applicant;		Client		
2. Location (Municipality, Barangay or Sitio, landmarks) where the seep/s occur/s; and				
3. Description or picture/s of the seep				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	1.1 Receive request at Records Management Division (RMD)	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit to ERDB-OD		1 Working Day	<i>Records Officer, RMD</i>
	1.3 Review and Endorse for Field Investigation and Sampling		3 Working Days	<i>Director, ERDB</i>
	1.4 Review completeness of requirements by the PRDD <i>Note: If incomplete requirements, DOE informs or sends letter to applicant to complete requirements for resubmission</i>		2 Working Days	<i>Petroleum Resources Development Division (PRDD)</i>

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



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

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

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	<i>Applicant, Office of the President (OP), Records Management Division (RMD)</i>
Total Number of Days		33 Working Days (Excluding time at the Office 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 Minerals Division (CNMD)	
Classification	Complex Transaction	
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 REQUIREMENTS		WHERE TO SECURE
A. For Safety Engineer		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	CNMD Office / DOE Website	
2. Originally Signed Resume	Client	
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		
8. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-Treasury Division or bank Application Fee Php 550.00	
B. For Safety Inspector		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	CNMD Office/DOE Website	
2. Originally Signed Resume	Client	
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		
5. Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		

6. Any of the following:				
a. Certified True Copy of Diploma for Mining Engineering Course				
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 550.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>

	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		2 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application with a letter signed by the ERDB Director			<i>Chief SRS, CNMD</i>
	1.4.2 If technically qualified, CNMD endorses the application to ERDB for final review and approval			<i>Chief SRS, CNMD</i>
	1.5 ERDB reviews the endorsed application		1 Working Day	<i>Director, ERDB</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the Director			<i>Sr. SRS/SRS II, CNMD</i>
	1.5.2 If approved, ERDB records and transmits the signed permit to the CNMD			<i>Admin. Staff, ERDB</i>
	1.6 CNMD records and transmits the approved permit to the RMD		0.5 Working Day	<i>Admin. Staff, CNMD</i>
	1.7 RMD records and releases the Approved Permit		0.5 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			7 Working Days	



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract (COC) Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Transmittal Letter signed by an Authorized Company Representative		Client		
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4 copies)		DOE - CNMD		
3. Company purchase order and shipping documents		Client		
4. For Emergency Importation: a. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. b. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		Client		
5. For Sale: a. Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.		Client		
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 750.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with	1.1 RMD receives the complete documents with		1 Working Day	<i>Records Officer</i> RMD

Official Receipt / Proof of Payment	Official Receipt/Proof of Payment			
	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		3 Working Days	<i>Sr. SRS/SRS II</i> CNMD TAS FS-CERCD (For sale/disposal)
	1.4.1 If technical requirement is not satisfied, CNMD rejects the application with a letter signed by the ERDB Director			<i>Sr. SRS/SRS II</i> CNMD
	1.4.2 If technical requirement is satisfied, CNMD prepares the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB		1 Working Day	<i>Chief SRS</i> CNMD
	1.5 ERDB Director reviews the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC		2 Working Days	<i>Director</i> ERDB
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II</i> CNMD
	1.5.2 If approved, ERDB endorses the application to the Legal Services (LS)			<i>Director</i> ERDB

	1.6 LS conducts a Legal Evaluation on the endorsed application		2 Working Days	<i>Attorney IV Legal Services</i>
	1.6.1 If Legal Requirements are not satisfied, CNMD rejects the application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II CNMD</i>
	1.6.2 If Legal Requirements are satisfied, LS endorses application to the Undersecretary / Secretary			<i>Attorney V Legal Services</i>
	1.7 Undersecretary or Secretary reviews the endorsed application		7 Working Days	<i>Undersecretary / Secretary DOE</i>
	1.7.1 If disapproved, CNMD rejects application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II CNMD</i>
	1.7.2 If approved, Usec./Sec. endorses the approved TEC to ERDB			<i>Staff Office of Undersecretary / Secretary</i>
	1.8 ERDB Director signs the TEC and transmits to the CNMD		1 Working Day	<i>Director ERDB</i>
	1.8.1 CNMD records the Approved TEC and transmits to RMD. If a DOE sticker must be pasted, CNMD notifies the applicant and issues a Payment Order for the DOE Sticker		0.5 Working Day	<i>Admin. Staff CNMD</i>
2. Payment of DOE sticker (if applicable)	2.1 RMD records, dry seals, and releases the TEC to the applicant	Sticker Fee – Php 300.00	0.5 Working Day	<i>Records Officer RMD</i>
Total Number of Days			20 Working Days	



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who May Avail	Interested individuals
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:	WHERE TO SECURE
1. Application Letter addressed to ERDB Director and signed by the Applicant or any Authorized Representative	Client
2. Filled-out Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain and; 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
7.1 Computation of Coal Reserves	
7.2 Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.4 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	
7.7 Detailed Mine Plan, Scale 1:1000	
7.8 Production Cost per metric ton	
7.9 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof
9. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	

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, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	<i>Chief SRS, CNMD</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			<i>Chief SRS, CNMD</i>
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	<i>Bureau Director, ERDB</i>
	1.6.1 If disapproved, CNMD rejects the application with a			<i>Bureau Director, ERDB</i>

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Citizen	
Who May Avail	Interested individuals	
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:		WHERE TO SECURE
1.	Application Letter addressed to ERDB Director and signed by the Applicant or any Authorized Representative	Client
2.	Filled-out Application Form	
3.	Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4.	Technical Description	
5.	Lot Data Computation	
6.	Certification of Residency from: 6.3 Barangay Captain and; 6.4 Municipal/City Mayor	
7.	Work Program (signed and sealed by Mining Engineer):	
	a. Computation of Coal Reserves	
	b. Mining Method to be used	
	7.3 Projection of Daily and Annual Production Rates	
	7.4 Table of Organization	
	7.5 List of Mining Equipment	
	7.6 Geological Map of Area Applied, Scale 1:1000	
	7.7 Detailed Mine Plan, Scale 1:1000	
	7.8 Production Cost per metric ton	
	7.9 Minimum Acceptable Market Price per metric ton	
8.	Proof of Working Capital (i.e., Certificate of Bank Deposit)	Client
9.	Operating Agreement	
10.	Contract of Purchase and Sale	
11.	Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof

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

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Corporations, Companies and Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Applicant/s for COC shall formally nominate through written communication the area/s of their interest addressed to the Review and Evaluation Committee (REC) for consideration. Before the nomination is accepted for publication, the following shall be submitted:		Client		
1.1 Technical Description of the nominated area/s as verified by DOE–Information Technology and Management Services (DOE-ITMS);		DOE-ITMS		
1.2 Area Clearance of nominated area/s from the DOE-ITMS;		DOE-ITMS		
1.3 Certification form the Department of Environment and Natural Resources (DENR) that the nominated area/s is/area not within Protected area/s; and		DENR		
1.4 Certification from the Local Government Unit (LGU) that the nominated area/s is/are not within a mining activity ban.		LGU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete set/s of application requirements in paper format to the Records Management Division (RMD)	1.1 RMD receives the complete application requirements		1 Working Day	<i>Records Officer, RMD</i>

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

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



Issuance of Coal Export Clearance (CEC)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address, and nature of business of the exporter				
1.2 Name, description and volume of product to be exported				
1.3 Unit and total export price (FOB, CIF, CFR)				
1.4 Name and address of buyer				
1.5 Date of loading and load port				
1.6 Disport				
1.7 Name of carrier/vessel				
2. Coal analysis/guaranteed specifications		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
3. Proforma Invoice or other related documents				
4. Certification that local coal demand has been supplied				
5. Complete submission of Post Shipment Documents of previously approved CECs				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	<i>Records Officer, Records Management Division (RMD)</i>
	1.2 RMD transmits complete		1 Working Day	<i>Records Officer, RMD</i>

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

	1.6	CNMD reviews and endorses the application to ERDB for approval		2 Working Days	<i>Chief SRS, CNMD</i>
	1.7	ERDB reviews and endorses the application to OUSEC for approval		2 Working Days	<i>Bureau Director, ERDB</i>
	1.8	OUSEC approves the application		3 Working Days	<i>Undersecretary, OUSEC</i>
	1.9	OUSEC transmits the approved CEC to ERDB		1 Working Day	<i>Administrative Officer, OUSEC</i>
	1.10	ERDB transmits the approved CEC to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.11	CNMD records and transmits the approved CEC to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.12	RMD releases the approved CEC to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days		



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Accredited Coal Traders and Registered Coal End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address and nature of business of the importer				
1.2 Unit and total import price (FOB, CIF, CFR)		Supplier		
1.3 Name and address of supplier				
1.4 Date of loading and load port				
1.5 Expected date and place of arrival in the Philippines				
1.6 Name of carrier/vessel				
1.7 Transaction date				
2. Coal analysis/guaranteed specifications		Supplier		
3. Proforma Invoice or other related documents				
4. Complete submission of Post Import Documents of previously approved CoC-CIs		Client		
5. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>

	1.3	ERDB transmits complete documents to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4	CNMD conducts technical evaluation		4 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1	If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2	If technically qualified, CNMD endorses the application to ERDB for review and approval			<i>Chief SRS, CNMD</i>
	1.5	ERDB reviews the application		3 Working Days	<i>Bureau Director, ERDB</i>
	1.6	ERDB transmits the application to OUSEC for approval		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.7	OUSEC approves the application		4 Working Days	<i>Undersecretary, OUSEC</i>
	1.8	OUSEC transmits the approved CoC-CI to ERDB		1 Working Day	<i>Administrative Officer, OUSEC</i>
	1.9	ERDB transmits the approved CoC-CI to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10	CNMD records and transmits the approved CoC-CI to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.11	RMD releases the approved CoC-CI to applicant		1 Working Day	<i>Records Officer, RMD</i>
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-Business	
Who May Avail	Corporations, Companies and Cooperatives	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Legal Documentation		
a. Duly filled-out covering information sheet showing a brief summary of application;	DOE Website / DC2017-09-0010 Annex A	
b. Certified true copies of the SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of coal resources;	SEC	
c. Certified true copy of the GIS stamped received by the SEC not more than 12 months old at the time of filing of application;		
d. Original copy of the Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the COC. The said Certificate of Authority shall be executed under oath by the Corporate Secretary; and,	Client	

<p>e. In case the applicant is a partnership or cooperative, it shall submit the legal documents as specified in 1.2 to 1.4 above, or its equivalent, issued or authenticated by the appropriate governing authorities.</p>	
<p>2. Work Program Documentation</p>	
<p>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);</p>	
<p>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);</p>	<p>Client</p>
<p>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;</p>	
<p>d. Schedule of Works and Manpower Requirements in Gantt Chart; and,</p>	
<p>e. Projected Exploration Expenditures.</p>	
<p>3. Technical Documentation</p>	
<p>a. Particulars of technical and industrial resources available to the applicant for the exploration of coal resources;</p>	<p>Client</p>
<p>b. Particulars on the technical and industrial qualifications, eligibilities and work related experiences of the applicant and its employees;</p>	

<p>c. Particulars on the experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings; and,</p>	
<p>d. Particulars on organizational and management structures relative to administration, financial and technical aspects of the applicant.</p>	
<p>4. Financial Documentation</p>	
<p>a. For corporations existing for more than two (2) years at the time of filing of application:</p>	<p>Client</p>
<p>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;</p>	
<p>ii. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS;</p>	
<p>iii. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable; and,</p>	
<p>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.</p>	

<p>b. For newly-organized corporations existing for less than two (2) years at the time of filing of application:</p>	
<p>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;</p>	
<p>ii. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS; and,</p>	
<p>iii. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable.</p>	
<p>c. For Parent Company that guarantees for corporations with insufficient capital. Financial guarantees of foreign companies to their subsidiaries that are shareholders of the applicant shall be limited to their equity participation in the allowable maximum forty percent (40%) foreign capitalization:</p>	
<p>i. Original Copy of the Parent Company's financial documents per 4.a.i. and 4.a.ii.;</p>	
<p>ii. Original Copy of duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; and,</p>	
<p>iii. General Information Sheet (GIS) of the shareholders of the applicant availing of the Parent Company fund guarantee.</p>	

<p>d. Minimum working capital requirement (Liquid Assets Less Current Liabilities) is 150% of the financial commitment for the first contract year of the proposed work program and budget as provided for in Chapter One (1) Section III item A.1.a of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines". Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.</p>				
<p>e. The applicant shall have available working capital for each PCECP application separate from other applied PCECP areas, renewable energy service contract applications and existing energy service/operating contracts.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Payment of non-refundable application fee per area to participate in the PCECP</p>	<p>1.1 Review and Evaluation Committee (REC) – Technical Working Group (TWG) issues Payment Order to the applicant</p>		<p>1 Working Day</p>	<p><i>REC-TWG</i></p>
	<p>1.2 Treasury Division receives payment from applicant and issues Official Receipt (OR)</p>	<p>Application fee per area - Php 200,000.00</p>		<p><i>Collection Officer, Treasury Division</i></p>
<p>2. Submission of three (3) complete sets of application requirements in both paper and digital format with OR to the Records</p>	<p>2.1 RMD receives the three (3) complete sets of application documents in both paper and digital format with OR</p>	<p>None</p>	<p>1 Working Day</p>	<p><i>Records Officer RMD</i></p>

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

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



Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities involved in coal trading activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter		Client
2. Duly accomplished application form (ERDB Form No. 2011-1)		ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year		COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB
6. Current Business Permit		City/municipality where the storage facility is located
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00
FOR COAL OPERATING CONTRACT (COC) HOLDER		
1. Request letter		Client
2. Other Supporting and relevant documents that the DOE may find		

necessary for the proper evaluation of application				
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER				
1. Request letter				Client
2. Copy of the approved and duly conformed SSCMP				
3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR LOGISTICS SERVICE PROVIDER (LSP)				
1. Application letter				Client
2. Duly accomplished application form (ERDB Form No. 2011-1)				ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)				SEC, DTI, CDA
4. Current Business Permit				City/municipality where the office/storage facility is located
5. List of authorized drivers				Client
6. List of vehicles with plate number and copy of OR/CR				
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				Accredited Coal Trader/Registered Coal End-User
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				Client
9. Copy of Official Receipt or validated deposit slip for the payment of application fee				DOE-Treasury Division or bank Application Fee – Php 3,500.00
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents – Records	1.1 RMD receives the complete documents		1 Working Day	<i>Records Officer, RMD</i>

Management Division (RMD)				
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB transmits complete documents to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		5 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to UCELSD for review and evaluation			<i>Chief SRS, CNMD</i>
	1.5 UCELSD conducts legal evaluation		3 Working Days	<i>Attorney IV, UCELSD</i>
	1.5.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>

	1.6 ERDB reviews and approves the application		4 Working Days	<i>Director, ERDB</i>
	1.7 ERDB transmits the approved CTA to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.8 CNMD records and transmits the approved CTA to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.9 RMD releases the approved CTA to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Accredited Coal Traders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City / Municipality where the storage facility is located
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00
FOR COAL OPERATING CONTRACT (COC) HOLDER	
1. Request letter	Client

2. Current Business Permit	City / Municipality where the COC area/storage facility is located
3. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
4. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER	
1. Request letter	Client
2. Copy of the approved and duly conformed SSCMP	
3. Current Business Permit	City / Municipality where the permit area/storage facility is located
4. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Current Business Permit	City / Municipality where the office/storage facility is located
5. LSP report (1 year from date of accreditation)	Client
6. List of authorized drivers	
7. List of vehicles with plate number and copy of OR/CR	
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User

9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client			
10. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		1 Working Day	<i>Records Officer, RMD</i>	
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>	
	1.3 ERDB transmits complete documents to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>	
	1.4 CNMD conducts technical evaluation		3 Working Days	<i>Sr. SRS/SRS II, CNMD</i>	
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>	
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for financial evaluation			<i>Chief SRS, CNMD</i>	
	1.5 CERCD conducts financial evaluation		2 Working Days	<i>Technical Audit Specialist, CERCD</i>	
	1.5.1 If financial		1 Working Day	<i>Bureau Director, ERDB</i>	

	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			<i>Chief, CERCD</i>
	1.6 CNMD endorses the application to UCELSD for evaluation		1 Working Day	<i>Sr. SRS/SRS II, CNMD</i>
	1.7 UCELSD conducts legal evaluation		2 Working Days	<i>Attorney IV, UCELSD</i>
	1.7.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.7.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>
	1.8 ERDB reviews and approves the application		3 Working Days	<i>Director, ERDB</i>
	1.9 ERDB transmits the approved CTAR to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10 CNMD records and transmits the approved CTAR to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>

	1.11 RMD releases the approved CTAR to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



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

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

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

	1.9 RMD releases approved CEUR to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days		20 Working Days		



Issuance of Confirmation Letter of Registered Coal Subcontract

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract (COC) Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract addressed to ERDB Director		Client		
2. Two (2) certified true copies of subcontracts registration				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents	N / A	1 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		1 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		6 Working Days	<i>Sr. SRS/SRS II, CNMD</i>

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

	Letter of Registered Coal Subcontract			
	1.9 ERDB transmits the Confirmation Letter of Registered Coal Subcontract to CNMD		0.5 Working Day	<i>Admin. Officer, ERDB</i>
	1.10 CNMD records and transmits the Confirmation Letter of Registered Coal Subcontract to RMD		0.5 Working Day	<i>Admin. Officer, CNMD</i>
	1.11 RMD records and releases the Confirmation Letter of Registered Coal Subcontract		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	

**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:	Government-2-Business			
Who May Avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Please refer to ANNEXES H and J of DC2019-10-0013		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Intent (LOI) with mapping requirements (Annex J)	1.1 Attach RFID tag and encode under EAMS		2 Working Days	<i>Records Officer, Records Management Division</i>
	1.2 Endorse to concerned REMB Divisions		3 Working Days	<i>Assistant Director, REMB</i>
	1.3 Issue acknowledgment letter with schedule of orientation on requirements and processes		3 Working Days	<i>REMB Division thru Assistant Director</i>
	1.4 Endorse of LOI and attachments			
	1.5 Verify the area		6 Working Days	<i>Information Technology and</i>

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



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

Office or Division:	Renewable Energy Management Bureau (REMB)– Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD) Renewable Energy Management Bureau (REMB)			
Classification:				
Type of Transaction:	Government-2-Business			
Who May Avail:	Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from the Applicant		Provided by Applicant		
2. Copy of proof of Payment of Signature Bonus (for newly awarded contracts only)				
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 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			<i>Chief, REMB Concerned Division</i>
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)			
	2.1.2 If submission is incomplete, 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	<i>Chief, REMB Concerned Division</i>
	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	<i>Director thru Assistant Director, REMB</i>
	3.3.2 If the REMB Director disapproved the application, REMB thru EVOSS notifies the Applicant of the disapproval.			<i>Chief, REMB Concerned Division</i>
4. Received a notification from EVOSS for issuance of the Endorsement Letter				
Total Number of Days		5 Calendar Days		



Notice of Intention to Drill (NID)

Office or Division:	Renewable Energy Management Bureau – Geothermal Energy Management Division (REMB-GEMD)			
Classification:				
Type of Transaction:	Government-2-Business			
Who May Avail:	Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from the Applicant		Provided by Applicant		
2. Drilling Prognosis/ Drilling Timeline				
3. Drilling Objective, Drilling Program and Drilling Summary, Geologic Information, Well Location, Well Data/Profile				
4. Filled Up NID Form		EVOSS Website		
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			Chief, GEMD-REMB
	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			

	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		6 Calendar Days	<i>Chief, GEMD-REMB</i>
	3.2.1 If the application passed the technical evaluation, REMB-GEMD endorses to REMB Director for Approval			
	3.2.2 If the application failed the technical evaluation, EVOSS notifies the Applicant			
	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	<i>Director thru Assistant Director REMB</i>
	3.3.2 If the REMB Director disapproved the application, EVOSS notifies the Applicant of the disapproval.			<i>Chief, GEMD-REMB</i>
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:	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:				
Type of Transaction:	Government-2-Business			
Who May Avail:	Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request of the Applicant		Provided by Applicant		
2. Endorsement from Local and Regional PNP		Local and Regional PNP		
3. Inventory of Blasting Magazine		Provided by Applicant		
4. Contract between Blasting Contractor and RE Developer				
5. Blasting Scheme/Design				
6. Payment of application/processing fee				
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 thru the EVOSS system the complete set of	2.1 REMB Concerned Division checks the completeness and consistency			<i>Chief, REMB Concerned Division</i>

documentary requirements	of the 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 incomplete, REMB thru EVOSS notifies the Applicant to update the submission			
3. 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 the online payment facility or other modes of payment within three (3) working days <i>Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification</i>		Application Fee - PHP 1,000.00 or subject to the DOE-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		3 Calendar Days	<i>Chief, REMB Concerned Division</i>
	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		4 Calendar Days	<i>Chief, RE Legal Services Division</i>
	4.2.1 If the application failed the legal evaluation, REMB thru EVOSS notifies the Applicant of the disapproval			<i>Renewable Energy Management Bureau</i>

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



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

Office or Division:	Renewable Energy Management Bureau (REMB)– Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)	
Classification:		
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered RE Developers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. A duly accomplished and sworn application with emphasis on service record;	EVOSS Website
	2. Endorsement from the RE Developer;	Provided by Applicant
	3. Two (2) pieces of 2" X 2" size pictures (any color) taken not less than three (3) months at the time of application; and	
	4. Proof of Payment of processing fee (Php550.00 or subject to the DOE-Approved Schedule of Fees and Charges)	Provided by Applicant
	5. Proof of qualification (For new applicants only):	Provided by Applicant
	a. For duly licensed engineer: Valid PRC license, Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry, and Basic Occupational Safety and Health (BOSH) Training Certificate;	
	b. For Degree holder or two years in college: Diploma or Transcript of Records, Certificate of Employment showing at least five (5) years actual experience in occupational safety in the RE industry, and BOSH Training Certificate; and	

c. For DOLE Safety Practitioner: Valid Certificate of Accreditation.				
CLIENT STEPS	AGENCY 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		

<p>within three (3) working days</p> <p><i>Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification</i></p>		Fees and Charges		
	4.1 REMB concerned Division conducts Technical Evaluation		5 Calendar Days	Chief, Concerned Division
	4.2 REMB Concerned Division endorses the Application to the REMB Director			
	4.3 REMB Director acts on the Application		5 Calendar Days	Director, REMB
	4.4 If qualified, REMB concerned Division uploads a copy of the Approved Safety Officer's Permit and notifies the Applicant of the approval of the Safety Officer's Permit		1 Calendar Day	Chief, Concerned Division
	4.5 If disqualified, REMB thru EVOSS notifies the Applicant on the disqualification			
Total Number of Days			11 Calendar Days	



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:	Highly Technical			
Type of Transaction:	Government-2-Business			
Who May Avail:	RE Developers with valid RE Contracts awarded under the RE Act			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request from the applicant addressed to REMB Director		Provided by Applicant		
2. Revised Work Program following the prescribed template in Annex I of DC2019-10-0013				
3. Accomplishment Report vis-à-vis Work Program				
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				
2. RE Developer 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			<i>Chief, Concerned REMB Division</i>
	2.1.1 If the submission is complete, Concerned Division/Services conducts simultaneous Technical, Legal, Financial Evaluations,		4 Calendar Days	<i>Chief, Concerned Division and Services</i>

	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 resubmits the updated the application	3.1 If the submission is complete, Concerned 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 to the Supervising Asst. Secretary		2 Calendar Days	<i>Director, Renewable Energy Management Bureau</i>
	3.1.2 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 documents	4.1 Concerned Division/Services conducts simultaneous Technical, Legal, Financial		3 Calendar Days	<i>Chief, Concerned Division and Services</i>

	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. Secretary		2 Calendar Days	<i>Director, Renewable Energy Management Bureau</i>
	4.1.2 If RE Developer is not qualified, REMB concerned Division through 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		2 Calendar Days	<i>Supv. Asst. Secretary</i>
	4.3.1 If approved by the Supv. Asst. Secretary, endorses the recommendation to the Supv. Undersecretary.			
	4.3.2 If disapproved, REMB concerned			

	Division thru EVOSS notifies the RE Developer on the disapproval of the revision of the work program			
	4.4 Supervising Undersecretary of REMB acts on the recommendation			
	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	<i>Supv. Undersecretary</i>
	4.4.2 If the Undersecretary disapproved, REMB thru EVOSS notifies the RE Developer on the disapproval of the revision of the work program			
	4.5 REMB concerned Division thru EVOSS notifies the RE Developer on the approval of revision of the work program		1 Calendar Day	<i>Chief, Concerned Division</i>
Total Number of Days			16 Calendar Days	



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

Office or Division:	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:				
Type of Transaction:	Government to Business			
Who May Avail:	Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form and sworn to by a duly authorized officer of the Applicant before a Notary Public		EVOSS		
2. Board of Investment (BOI) Certificate of Registration		Board of Investment		
3. Pro forma Invoice		Provided by the Applicant		
4. Computation of Estimated Duties to be waived				
5. Technical Data Specification		Provided by the Applicant		
6. Proof of payment				
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 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			<i>Chief, REMB Concerned Division</i>

	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 incomplete, REMB thru EVOSS notifies the Applicant to update the submission			
3. 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 the online payment facility or other modes of payment within three (3) working days <i>Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification</i>		Application Fee - Php 750.00 or subject to the DOE-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	<i>Chief REMB Concerned Division</i>
	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		5 Calendar Days	<i>Chief, RE Legal Services Division</i>
	4.2.1 If not, REMB thru EVOSS notifies applicant to comply within fourteen (14) calendar days. Note: <i>Disapproval of the request if the applicant did not comply within the prescribed period</i>			

	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		7 Calendar Days	<i>Chief, REMB Concerned Division</i>
	4.4 REMB Concerned Asec/Usec's Approval or Disapproval of the Application			<i>Office of the Undersecretary thru REMB's Asec., Director and Asst. Director</i>
	4.4.1 If the REMB Concerned Asec/Usec disapproved the application, REMB thru EVOSS notifies the Applicant of the Disapproval.			<i>Chief, REMB Concerned Division</i>
	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	<i>Director thru Assistant Director (REMB) and concerned Division Chief</i>
	4.5 REMB Concerned Division uploads a copy of the		1 Calendar Day	<i>Chief, REMB Concerned Division</i>

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



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-Business	
Who May Avail:	Renewable Energy Developers with valid RE Service/ Operating Contracts	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter addressed to the REMB Director;		
2. Approved/Notarized Deed of Assignment;		
3. Assignee's Articles of Incorporation and By-Laws;		Securities and Exchange Commission
4. Assignee's Latest General Information Sheet (GIS) stamped-received by the SEC;		
5. Assignee's Valid Business Permit;		Concerned Local Government Unit/s (Mayor's Office)
6. Assignee's Corporate structure and name of the officers of the assignee company;		
7. Assignee's List of Technical Consultants;		
8. Assignee's Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE;		
9. Guarantee in writing by the Assignor to the DOE on the performance of the assigned obligations as mandated under Section 22(ii) of Department Circular No. DC2009-07-0011;		

10. Accomplishment Report of the Assignor vis-à-vis work and financial commitments under the approved Work Program/Plan; and				
11. Assignee's Financial Documents				
a. Audited Financial Statement for the last 2 years;				Securities and Exchange Commission
b. Current Unaudited Financial Statement;				
c. Current Bank Certificate; and				
d. Projected Cash Flow Statement for 2 years.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a project from the list in EVOSS associated to the Company. Then, it submits thru the EVOSS system the documentary requirements				<i>RE Developer</i>
	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	<i>Chief, Concerned REMB Division</i>
	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				<i>RE Developer</i>
	2.1 Concerned REMB Division checks the completeness and consistency of the submission:		3 Working Days	<i>Chief, Concerned REMB Division</i>
	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 the RE developer submits the complete set of application documents.			
3. 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	<i>RE Developer</i>

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

	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	<i>RE Developer</i>
	<p>4.1 REMB Concerned Division endorses thru email to ITMS, LS and FS the rectified application documents for appropriate action.</p> <p>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.</p>		5 Calendar Days	<i>Director, Concerned Bureau and Services</i>
	4.2 REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:		2 Calendar Days	<i>Chief, Concerned REMB Division</i>

	<p>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</p>			
	<p>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.</p>			
	<p>4.2.1.1 If not compliant, the Assistant Secretary supervising REMB acts on the denial of the application:</p>			<p><i>Assistant Secretary supervising REMB</i></p>
	<p>4.2.1.1.1 If approve, the Assistant Secretary supervising REMB signs the denial of the application.</p>			
	<p>4.2.1.1.2 If disapprove, the Assistant Secretary supervising REMB returns to REMB Concerned</p>			

	Division for further action.			
	4.3 If compliant, LS and Assistant Secretary supervising LS conducts CSW:		2 Calendar Days	<i>Assistant Secretary supervising LS</i>
	4.3.1 If approve, the Assistant Secretary supervising LS endorses to the Assistant Secretary supervising REMB for approval; or			
	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:		2 Calendar Days	<i>Assistant Secretary supervising REMB</i>
	4.4.1 If approve, the Assistant Secretary supervising REMB endorses to Undersecretary supervising REMB for CSW; or			
	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:		2 Calendar Days	<i>Undersecretary supervising REMB</i>
	4.5.1 If approve, the Undersecretary supervising REMB endorses to the Secretary for approval; or			
	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:		7 Calendar Days	<i>Secretary</i>
	4.6.1 If approve, the Secretary signs the approval letter and Certificate of Registration (COR) named under the Assignee; or			
	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	<i>Chief, Concerned REMB Division</i>

	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-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. Letter request* from the applicant addressed to REMB Director <i>*must be filed within ten (10) working days from the applicant's receipt of notice of termination</i>			Applicant	
2. Supporting documents to the justification on grounds for termination				
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				
2. RE Developer 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			<i>Chief, Concerned REMB Division</i>
	2.1.1 If the submission is complete,		14 Calendar Days	<i>Chief, Concerned Division</i>

	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 complete documents			
3. RE Developer resubmits the updated application	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		5 Calendar Days	<i>Director, Renewable Energy Management Bureau</i>
	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			

	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		7 Calendar Days	<i>Supv. Asst. Secretary</i>
	3.3.1 If approved by the Supv. Asst. Secretary, endorses the recommendation to the Supv. Undersecretary.			
	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		5 Calendar Days	<i>Supv. Undersecretary</i>
	3.4.1 If approved by the Supv. Undersecretary, endorses the recommendation to the Secretary			

	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			<i>Secretary Office of the Secretary</i>
	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			
	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			<i>Chief, Concerned Division</i>
Total Number of Days		31 Calendar Days		



Conversion to the New Renewable Energy (RE) Contract Template

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

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)	
Classification:		
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 addressed to the REMB Director		Applicant
2. 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
3. Revised Contract Area following the mapping requirements provided below:		
3.1 Common Mapping Requirements		
3.1.1	Certificate of Geographic and Grid Coordinates of the tie point used in the actual land survey 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 Copy of Lot Title/s (TCT/OCT)	Registry of Deeds, Land Registration Authority
3.1.4	Vector files of the lot/project area preferably in shapefile, 2011 or lower version of dwg or dxf format	Applicant

<p>3.1.5 Excel file containing either the PRS92 geographic coordinates of all corners for blocking or the Lot Data Computation* for Non-Blocking</p>	<p>Applicant</p>
<p>3.2 Requirements per Type of RE Resource</p>	
<p>3.2.1 Solar and Biomass Resources</p>	
<p>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)</p>	
<p>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)</p>	
<p>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)</p>	
<p>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</p>	

<ul style="list-style-type: none"> 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) 	
<p>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)</p> <ul style="list-style-type: none"> 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) 	<p>Provided by the Applicant</p>
<p>3.2.2 Wind, Geothermal, Ocean and RE Resource for Offshore Development</p> <ul style="list-style-type: none"> 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). 	<p>Provided by the Applicant</p>
<p>3.2.3 Hydropower Resource</p> <ul style="list-style-type: none"> 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 	<p>Provided by the Applicant</p>

<p>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.</p> <p>b. No. 2, 4, & 5 of Common Requirements (see list above).</p>				
NOTES:				
1. Lot - a parcel of land subject of a land title certificate or subject of DENR approved land survey.				
2. Applied Area/Project Site/Project Area – an area subject to RE Contract Application.				
3. Lot data Computation* – – accomplish the ISD LDC form using PTM grid coordinates for area computation. Also, the equivalent PRS '92 geographic coordinates of each corner should be provided. Provide printed and soft copy (see sample ISD LDC Form)				
4. Survey/Location/Sketch Plan* - shall reflect the boundaries of lot/project site and tabulate its Technical Descriptions in Bearing-Distance & the equivalent PRS '92 geographic coordinates of all boundary corners of plotted lot/project site. (see Sample Maps)				
5. Consolidation Plan* - shall reflect all boundaries of consolidated lots/project site and tabulate Technical Descriptions in Bearing-Distance & the equivalent PRS '92 geographic coordinates of all boundary corners of all plotted lots/project area.				
6. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.				
*All Lot Data Computations and Survey Plans should be duly prepared, certified, signed and sealed by a licensed Geodetic Engineer.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant chooses an RE Project from the List in EVOSS associated to the Company				
2. 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			<i>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 the application			<i>Chief, Concerned REMB Division</i> <i>Director, Information Technology and Management Services</i>
3. RE Developer resubmits updated submission	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			<i>Director, Renewable Energy Management Bureau</i> <i>Director, Legal Services</i>
	3.1.2 If not qualified, REMB concerned Division thru EVOSS notifies the RE Developer on the disapproval of the			

	application			
	3.2 REMB Concerned Division thru the REMB Director endorses the recommendation to the Supervising Asst. Secretary of REMB for concurrence		6 Calendar Days	<i>Director, REMB</i>
	3.3 Supv. Assistant Secretary acts on the recommendation			
	3.3.1 If concurred, endorse to the Supv. Undersecretary for concurrence			
	3.3.2 If not concurred, REMB concerned Division thru EVOSS notifies the RE Developer on the disapproval			
	3.4 Supv. Undersecretary acts on the recommendation			
	3.4.1 If concurred, REMB concerned Division prepares the RE Contract under the new template and notifies thru EVOSS the RE Developer to pre-sign the contract			
	Note: 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				<i>RE Developer</i>
	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		8 Calendar Days	<i>Chief, Concerned Division</i>
	4.2 Secretary acts on the pre-signed contract			<i>Secretary Office of the Secretary</i>
	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			<i>Chief, Concerned REMB Division</i>
	4.2.2 If disapproved, REMB concerned Division notifies thru EVOSS the RE Developer on the disapproval			
Total Number of Days			28 Calendar Days	



Renewable Energy Contract Application

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:				
Type of Transaction:	Government-2-Business			
Who May Avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Please refer to ANNEXES I and J of the Omnibus				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant fills-out form and submits online the complete set of requirements				
2. Applicant 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			
	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 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 the online payment facility or other modes of payment within three (3) working days <i>Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification</i>		Geothermal, Solar, and Wind - Application Fee – Php 11, 600.00 Processing Fee – Php 6.50 / hectare Hydro and Ocean – Application Fee – Php 1,000.00 Processing Fee – Php 23, 850.00 Biomass – Application and Processing Fees – Php 12,650.00		
	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	<i>Concerned REMB Division/LS/FS</i>
	4.1.1 If the		4 Calendar Days	

	application passed the evaluation, REMB concerned Division drafts the RE Contract and Memo to recommend the Award			
	<p>4.1.2 If application failed the evaluation, REMB thru EVOSS notifies the Applicant to rectify the submission within ten (10) working days.</p> <p>Note: If the applicant fails to rectify the submission within ten (10) working days, the application is deemed abandoned</p>		(4 Calendar Days)	
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	<i>Concerned REMB Division thru Assistant Director</i>
	5.3 If application failed the evaluation, REMB thru EVOSS notifies the Applicant on the disqualification			

	5.4	REMB concerned Division endorses the recommendation to the Supv. Asst. Secretary thru the REMB Director for concurrence		2 Calendar Days	<i>Director, REMB</i>
	5.5	If the Supv. Asst. Secretary concurs the recommendation, the Supv. Undersecretary acts on the recommendation		2 Calendar Days	<i>Supv. Assistant Secretary</i>
	5.6	If the Supv. Undersecretary concurs the recommendation, REMB concerned Division notifies thru EVOSS the Applicant to pre-sign the contract		2 Calendar Days	<i>Supv. Undersecretary</i>
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 on the pre-signed RE contract		7 Calendar Days	

	<p>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</p> <p>Note: If applicant fails to pay signing fee, RE application is deemed abandoned.</p>			
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	
8. Applicant picks-up the signed and notarized RE contract				
Total Number of Days			28 Calendar Days	



Transition from Pre-Development to Development Stage

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD), Geothermal Energy Management Division (GEMD), and Solar and Wind Energy Management Division (SWEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Renewable Energy (Hydro, Ocean, Geothermal, Solar ¹ , and Wind) Developers with valid Service Contracts	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter of DOC indicating the capacity of the project in megawatt (MW) and megawatt peak (MW _P), if solar.	
	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/issuances/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/issuances/dc2019-10-0013-annex-j.PDF
	4. Proof of ownership or possessory rights over the Production Area	
	5. Feasibility Study covering the following minimum activities:	
	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.

ii. Resource Assessment Report with raw and processed data				
iii. Final layout, single line diagram, general specifications and annual energy production (AEP) of the project;				
iv. Geotechnical Study Report				
v. System/Distribution Impact Study Report; and				
vi. Detailed Engineering Design of the Project, if applicable				
c. Management Study – containing strategies of development and construction of the project including the entities who will be involved as EPC Contractor, Owner’s Engineer and O & M Contractor covered by Agreements/Contracts, if applicable				
d. Certified true copy of acquired applicable permits, licenses, agreements, endorsements and clearances				
e. Financial/Economic Study – on the results of analysis and interpretation of the viability of the project under the Base Case scenario (P50 or higher) and sensitivity analysis				
i. Financial model/s; and				
ii. Proof of Financial Closing				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a project from the list in EVOSS associated to the Company. Then, it submits thru the EVOSS system the set of documentary requirements	1.1 Concerned REMB Division checks the completeness and consistency of the submission:			<i>RE Developer</i>

	<p>1.1.1 If complete, REMB Concerned Division endorses thru email to ITMS and LS the submitted documents for appropriate action (Day 1); or</p>		3 (Working Days)	<p><i>Chief, REMB Concerned Division</i></p>
	<p>1.1.2 If incomplete, REMB Concerned Division thru EVOSS notifies the RE Developer to submit the complete documents.</p>			
2. RE Developer resubmits the updated application documents	2.1. Concerned REMB Division checks the completeness and consistency of the submission:		3 (Working Days)	<p><i>RE Developer; Chief, REMB Concerned Division</i></p>
	<p>2.1.1 If complete, REMB Concerned Division endorses thru email to ITMS and LS the submitted documents for appropriate action (Day 1); or</p>			
	<p>2.1.2 If incomplete, REMB Concerned Division thru EVOSS notifies the RE Developer to submit the complete documents.</p> <p>The process continues until such time that the RE developer submits the complete set of</p>			

	application documents			
	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	<i>Director, Concerned Bureaus</i>
	2.3 REMB Concerned Division consolidates all the evaluation results and recommend further action to the REMB Director:		2 Calendar Days	<i>Chief, REMB Concerned Division</i>
	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			
	2.3.2 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.			

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

	EVOSS the denial of its application.			
	3.3 LS and Assistant Secretary supervising LS conducts CSW:			
	3.3.1 If approve, the Assistant Secretary supervising LS endorses to the Assistant Secretary supervising REMB for approval; or		2 Calendar Days	<i>Supervising Assistant Secretary, LS</i>
	3.3.2 If disapprove, the Assistant Secretary supervising LS returns to REMB Concerned Division for further action.			
	3.4 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	<i>Supervising Assistant Secretary, REMB</i>
	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			<i>Supervising Undersecretary, REMB</i>
	3.5.2 If disapprove, the Undersecretary supervising REMB returns to REMB Concerned Division for further action.			
	3.6 The Secretary acts on the matter:			
	3.6.1 If approve, the Secretary signs the letter and Certificate 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	<i>Chief, REMB Concerned Division</i>
Total Number of Days			31 Calendar Days	

**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
17. Issuance of Certificate of Fuel Additive Registration	8 Working Days	Highly Technical
18. Issuance Standards Compliance Certificate (SCC) for Dealer	20 Working Days	Highly Technical
19. Issuance Standards Compliance Certificate (SCC) for Hauler	20 Working Days	Highly Technical
20. Issuance Standards Compliance Certificate (SCC) for Marketer	20 Working Days	Highly Technical
21. Issuance Standards Compliance Certificate (SCC) for Refiller	20 Working Days	Highly Technical
22. 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. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	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
31. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
32. 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-Business	
Who May Avail:	Downstream Oil Industry Biofuel Participant with approved Acknowledgement Notice to Import Bioethanol	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant
A. Details of Denaturing Withdrawal and Activity		
1. Storage Tank No		Provided by applicant
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)		
8. Delivery Point/discharge		
B. Acknowledgment of Notice to Import Bioethanol Issued by OIMB-OICMD		
1. Reference No. of Acknowledgement		Provided by applicant
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		
1. Name		Provided by applicant
2. Contact No.		

2. Photocopy of the Acknowledgement of Notice to Import Bioethanol (1 copy)		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		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If incomplete, return to client.			
2. Submit application to Records Management Division	2.1 Official receipt of application	None	0.5 Working Days	<i>Records Officer, RMD</i>
	2.2 Endorse application to OIMB			
	2.3 Receive application and assign to respective division	None	1.5 Working Days	<i>Admin Staff OIMB-OD</i>
2.4. Receive application and assign to respective section/ personnel		<i>Admin Staff, OISMD</i>		
2.5. Process application and prepare Travel Order (TO) and Special Assignment (SA) to assigned personnel for the denaturing activity		<i>Science Research Specialist, Respective Division</i>		
2.6. Review and affix initial on the TO and SA, and endorse to Division Chief		<i>Supervising SRS, Respective Division</i>		
2.7. Review and affix initial on the TO and SA, and endorse to Office of the Bureau Director		<i>Division Chief, Respective Division</i>		
	2.8. Review and affix initial on the TO and SA and		1 Working Day	<i>Assistant Director, OIMB-OD</i>

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



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

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-Importation Notice	
1.1 Details of Pre-Importation Notice	
1.1.1 Name of Company and OIMB-Accreditation No.;	Provided by Applicant
1.1.2 Estimated quantity;	
1.1.3 Specified quality of Natural Gas or LNG;	
1.1.4 Estimated date of loading and arrival (ETL & ETA);	
1.1.5 Supplier of imported LNG;	
1.1.6 Estimated FOB price, freight, insurance cost and other importation cost;	
1.1.7 Vessel particulars (name and voyage number); and	
1.1.8 Country and port of loading and discharge.	
2. Supporting Document:	
2.1 Proforma Invoice	
3. Post-Importation Documents	
3.1 Commercial Invoice;	Provided by Applicant
3.2 Import bill of lading;	
3.3 Safety Data Sheet (SDS);	
3.4 Certificate of quality;	
3.5 Final import entry declaration; and	
3.6 Statement of Settlement of Duties and Taxes (SSDT)	
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents	Provided by Applicant

<p>in English language and duly authenticated by its embassy which has operational coverage of the Philippines;</p> <p>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;</p> <p>3. Original copy of the above documents shall be presented to OIMB for authentication purposes.</p> <p>4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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	To be announced		<i>Collecting Officer, Treasury Division</i>

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	<i>Records Officer, RMD</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division		3.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>
	3.4 Process application and prepare Acknowledgement to Import LNG and/or Supply and Transport Natural Gas			<i>Science Research Specialist, Respective Division</i>
	3.5 Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief Respective Division</i>
	3.7 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8 Review and approve endorsed application			<i>Director, OIMB-OD</i>

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

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent with the following information		
1.1	Company Name (Business name, address, telephone number/s, email address);	Provided by Applicant
1.2	Contact Person and Contact Details; and	
1.3	Activity to engage in: -Import; -Supply and Transport -Both	
2. Supporting documents required		
2.1	Importer	
2.1.1	Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;	Securities and Exchange Commission (SEC)
2.1.2	Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;	Provided by Applicant
2.1.3	Business Permit;	Local Government Unit (LGU), where the facility is located.
2.1.4	Importer's Clearance Certificate (ICC) from the Bureau of Internal Revenue;	Bureau of Internal Revenue

2.1.5	Certificate of Accreditation as Importer from the Bureau of Customs;	Bureau of Customs
2.1.6	Duly executed redacted importation agreement; and	Provided by Applicant
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	Business Permit;	Local Government Unit (LGU), where the facility 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:		
1.	A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	Provided by Applicant
2.	The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;	
3.	Original copy of the above documents shall be presented to OIMB for authentication purposes; and	

4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel		3.5 Working Days	<i>Admin Staff, OIMB</i>

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



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 Competition and Monitoring Division (OICMD)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Business		
Who May Avail:	Entities intending to engage in the downstream oil industry as Hauling Service		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notarized Application Form (1 copy)		OIMB/COR#002-NTEB-HS Annex A	
2. Company Profile Form (1 copy)		OIMB/COR#002-NTEB Annex B	
3. Supporting Documents (1 copy)			
3.1. Business Registration from SEC/DTI (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
3.2. Business/Mayor's Permit (updated) (1 copy)		Local Government Unit	
3.3. Bureau of Internal Revenue (BIR) Registration. (1 copy)		Bureau of Internal Revenue (BIR)	
3.4. Land Transportation Office (LTO) OR and CR (1 copy per vehicle)		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 Authority (MARINA) Registry Number (1 copy per vessel)		Maritime Industry Authority (MARINA)	

3.8. Philippine Ports Authority (PPA) Certificate of Accreditation (1 copy per vessel)		Philippine Ports Authority (PPA)		
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Provided by Applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		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		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	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. 1,000.00		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>

	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	3.4 Evaluate/process application and prepare Acknowledgement letter as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.5 Require applicant to submit additional data/ information in support to the DOI Registration processing <i>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.</i>			
	3.6 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			<i>Supv. SRS, Respective Division</i>
	3.7 Review and endorse to OBD for approval of the evaluated			<i>Division Chief, Respective Division</i>

		application/ Acknowledgment letter to applicant and recommend approval			
		3.8 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
		3.9 Review and approval of Acknowledgeme nt letter to applicant as a registered entity			<i>Director, OIMB-OD</i>
		3.10 Release of signed Acknowledgeme nt letter to OICMD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Acknowledgeme nt Letter	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
		4.2 File copy of the application and action for safekeeping			
		4.3 Provide copy to Records Management Division			
Total Number of Days				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 not later than ten (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 Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry entities engaged in international bunkering.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant
1.1 Company Details		
1.1.1 Business name		
1.1.2 Address		
1.1.3 Telephone / Fax Number		
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 (in KL/CBM/KB/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/Transporter		

1.2.7	Destination of Vessel/Transporter			
1.3	Estimated Price			
1.3.1	FOB Price			
1.3.2	Insurance Cost			
1.3.3	Freight Cost			
2.	Certificate of Quality (1 copy)	Provided by supplier		
3.	Bunkering Permit for Specific Vessels (1 copy)	Provided by BOC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	File application to Oil Industry Management Bureau	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	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.			
2.	Pay Applicable fees	Php 350.00		<i>Collecting Officer, Treasury Division</i>
3.	Submit application to Records Management Division with copy of official receipt and order of submission	None	0.5 Working Day	<i>Records Officer, RMD</i>
	3.1 Official receipt of application			
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>

	3.3	Receive application and assign to respective section/ personnel	None		<i>Admin Staff, OIMB</i>
	3.4	Process application and prepare Acknowledgement letter			<i>Science Research Specialist, Respective Division</i>
	3.5	Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.6	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.7	Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8	Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.9	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Acknowledgement Letter	4.1	Release of application to client			<i>Admin Staff, Respective Division</i>
	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		



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 and Monitoring Division (OICMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in any activity or business in the downstream oil industry	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form (1 copy)		OIMB/COR#002-NTEB Annex A
2. Company Profile Form (1 copy)		OIMB/COR#002-NTEB Annex B
3. Depot/Import Terminal Profile Form (1 copy)		OIMB/COR#002-NTEB Annex C
4. Refinery Profile Form (1 copy)		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 of the Facility/ies		
6.1.1 Business Registration from SEC/DTI (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.1.2 Building Permit (1 copy)		Local Government Unit
6.1.3 Zoning Clearance (1 copy)		
6.1.4 Site Development Plan with sufficient description and supported by blue print copy with legend (1 copy)		Applicant
6.1.5 Plant Layout Plan with sufficient description and supported by blue print copy with legend (1 copy)		
6.1.6 Environmental Compliance Certificate (ECC) of the site and the facilities (1 copy)		Department of Environment and Natural Resources – Environmental Management 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:	Bureau of Internal Revenue (BIR)
6.2.6.1 BIR Registration (1 copy)	
6.2.6.2 Permit to Import Petroleum Products subject to Excise Tax (1 copy)	
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	
7.1.3	Distribution	
7.1.4	Retailing	
8.	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)	Applicant
8.2	Supporting Documents for Initial Issuance	
8.3	Permit to Import Denatured Alcohol and Produce Ethanol Blended Gasoline (1 copy)	Bureau of Internal Revenue (BIR)
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)	Applicant
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)	
8.9	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 outlets marketing E-gasoline, and the corresponding work, maintenance and/or retrofitting program to be undertaken to ensure compatibility of the retail outlet equipment/facility to handle and dispense E-gasoline products. (1 copy)	
8.12	Joint Venture Agreement/Supply Contract/Agreement (if the retail outlets selling bioethanol blended gasoline (E10) is not owned by the oil company applicant) (1 copy)	Applicant

Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury) 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. 1,000.00 – for Notice to Engage in the business Php 500.00 – Certificate of Accreditation under the Fuel Bioethanol Program		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to Records	3.1 Official receipt of application	None	0.5 Working Day	<i>Records Officer, RMD</i>

Management Division with copy of official receipt and order of submission	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			Admin Staff, OICMD
	3.5	Evaluate/process application and prepare Acknowledgement letter as a registered entity			SRS, OICMD
	3.6	Require applicant to submit additional data/ information in support to the DOI Registration processing		4.5 Working Days	SRS, OICMD
	<i>Notes:</i> <i>(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)</i> <i>Notification (via mail or e-mail or phone call) is within three (3) days.</i>				
3.7	Review and recommend approval of the evaluated application/			SRS, OICMD	

	Acknowledgment letter to applicant and recommend approval			
	3.8 Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			<i>Division Chief, OICMD-OIMB</i>
	3.9 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.10 Review and approval of Acknowledgement letter to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.11 Release of signed Acknowledgement letter to OICMD			<i>Admin Staff, OIMB-OD</i>
4. Receipt of signed Acknowledgment Letter	4.1 Release of application to client	None		<i>Admin Staff, OICMD</i>
	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	



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 Competition and Monitoring Division (OICMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry with the following activities: 1. All Refiners and Importers who are engaged in the sale of gasoline and diesel in the Philippines; 2. Refiners and Importers who are engaged in the importation of bioethanol for domestic sale to other Importers or Refiners; 3. Own users who import gasoline or diesel for own use	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Written Request for Accreditation (1 copy)	DOE-OIMB (Annex A-Application form)
2.	Supporting Documents for Initial Issuance	
2.1	Photocopy of DOE acknowledgment letter indicating that the Applicant is a duly acknowledged DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 (1 copy)	Applicant
2.2	Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) (1 copy)	Bureau of Internal Revenue (BIR)
2.3	Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or	Bureau of Internal Revenue (BIR)

FAME-Blended Diesel Oil (B2) (1 copy)	
2.4 Certified true copy of Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel (1 copy)	Bureau of Internal Revenue (BIR)
2.5 Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay-out plan with corresponding pictures (1 copy)	
2.6 List of retail outlets, either company-owned, on joint venture or on supply-contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1 copy)	
2.7 For first time Gasoline Refiner or Importer, a projected initial volume of neat gasoline that will require Bioethanol blending for the covered quarter (presented by month) as basis for the issuance of LMA. This should be supported by either: (a) confirmation letter from any Bioethanol producer of the availability of sufficient Bioethanol to cover the required volume for blending which should be in excess of the committed volume already reported to DOE-Renewable Energy Management Bureau (REMB) or (b) confirmation letters from all Bioethanol producers that there is no such available excess hence importation will be allowed (1 copy)	
3. Supporting Documents for Renewal	
3.1 Written request for renewal of Accreditation	DOE-OIMB (Annex B-Application form)

3.2	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)		
3.3	Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or Biodiesel-blended Diesel (FAME-Blended Diesel Oil) (1 copy)	Bureau of Internal Revenue (BIR)		
3.4	Certified true copy of Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel (1 copy)	Bureau of Internal Revenue (BIR)		
3.5	Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay-out plan with corresponding pictures (1 copy)	Applicant		
3.6	List of retail outlets, either company-owned, on joint venture or on supply-contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1 copy)	Applicant		
Notes:				
1.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)	Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>

	1.2	If complete, issue Order of Payment for fees and Order of Submission			<i>Cashier, Treasury Division</i> <i>Records Officer, RMD</i>
	1.3	If incomplete, return to client.			
2. Pay Application Fee	2.1	Process payment and issue Official Receipt	Application Fee – Php 500.00 – Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.2	Endorse application to OIMB			
	3.3	Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.4	Receive application and assign to respective section/ personnel			<i>Admin Staff, OICMD</i>
	3.5	Evaluate/process application and prepare Acknowledgement letter as a registered entity		4.5 Working Days	<i>Science Research Specialist, OICMD</i>
	3.6	Require applicant to submit additional data/ information in support to the DOI Registration processing			<i>SRS, OICMD</i>

	<p><i>Notes:</i></p> <p><i>(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)</i></p> <p><i>Notification via mail or e-mail or phone call is within three (3) days.</i></p>			
	3.7	Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval		<i>Supv. SRS, Respective Division</i>
	3.8	Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval		<i>Division Chief, OICMD</i>
	3.9	Review and endorse application for Director's approval		<i>Assistant Director, OIMB-OD</i>
	3.10	Review and approval of Acknowledgement letter to applicant as a registered entity	2 Working Days	<i>Director, OIMB-OD</i>
	3.11	Release of signed Acknowledgement		<i>Admin Staff, OIMB-OD</i>

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



Issuance of Acknowledgement of Notice to Purchase Locally-Sourced Biofuels

This notice to Purchase Locally-Sourced Biofuels shall be filed not later than seven (7) days prior to the day of actual lifting of every volume 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:	Oil Industry Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry entities accredited to the Biofuels Program of the government.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant
1.1 Company Details		
1.1.1 Business name		
1.1.2 Address		
1.1.3 Telephone / Fax Number		
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 (in KL/CBM/KB/bbl)		
1.2.3 Supplier		
1.2.4 Loadport		
1.2.5 Estimated Date of Pick-up Date/Period		
1.2.6 Disport		
1.2.7 Name of Vessel		
1.2.8 Flag of Vessel/ Voyage Number		
1.3 Estimated Price		
1.3.1 FOB Price		
1.3.2 Insurance Cost		
1.3.3 Freight Cost		
2. Certified true copy of Proforma Invoice (1 copy)		Provided by supplier
3. Photocopy of the LMA issued by OIMB for		Provided by DOE

	the applied quarter (Bioethanol) (1 copy)			
4.	Certified true copy of the Certificate of Quality tested at load port/source tank in compliance with the Philippine National Standards and submitted by the Bioethanol or Biodiesel Producer (1 copy)		Provided by supplier	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	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		<i>Collecting Officer, Treasury Division</i>
3. Submit application to Records Management Division with copy of official receipt and order of submission	4.1 Official receipt of application	None	0.5 Working Day	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff Office of the Division Chief</i>
	3.5 Process application and prepare Acknowledgement letter			<i>SRS, Respective Division</i>
	3.6 Review, evaluate			<i>Supv. SRS,</i>

		and act on the application			<i>Respective Division</i>
	3.7	Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None	2 Working Days	<i>Division Chief, Respective Division</i>
	3.8	Review and endorse application for Director's approval			<i>Assistant Director, OIMB-OD</i>
	3.9	Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.10	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Acknowledgement Letter	4.1	Release of application to client			<i>Admin Staff, Respective Division</i>
	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		



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 Standards and Monitoring Division (OISMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the lubes business in the downstream oil industry	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant (<i>see sample template</i>)
1.1 Business name		
1.2 Address		
1.3 Telephone / Fax Number		
1.4 Email Address		
2. Company profile indicating the following: (1copy)		Provided by applicant
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		
3. SEC Certificate of Registration and Articles of Incorporation / DTI Registration Certificate (1 copy)		Securities and Exchange Commission / Department of Trade and Industry
4. Current Mayor's Permit / Business Permit (1 copy)		Local government unit / PEZA
4.1 PEZA Registration and Certificate if applicable		
5. BOC Importers Accreditation / BOC Certificate of Registration (1 copy)		Bureau of Customs
For Lube manufacturer / Warehouse: Additional Requirement		
6. Fire Safety Inspection Certificate (1 copy)		Bureau of Fire Protection

6.1 If leased property, proof of agreement				
7. Process description / flowchart (1 copy)		Provided by applicant		
8. Production capacity (1 copy)				
9. Plant lay-out (1 copy)				
NOTES:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Provided by applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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		<i>Cashier, Treasury Division</i>
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	<i>Records Officer, RMD</i>

	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division	None	4.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel	None		<i>Admin Staff, OISMD</i>
	3.4 Process application and prepare lubes business engagement acknowledgement letter			<i>Science Research Specialist, OISMD</i>
	3.5 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, OISMD</i>
	3.7 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
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			
	4.3 Provide copy to Records Management Division			
Total Number of Days			7 Working Days	



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 Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry entities intending to import crude and petroleum products	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant
1.1 Company Details		
1.1.1 Business name		Provided by applicant
1.1.2 Address		
1.1.3 Telephone / Fax Number		
1.1.4 Email Address		
1.1.5 Name of Authorized Representative/Signatory		
1.2 Shipment Details		
1.2.1 Product Type		Provided by applicant
1.2.2 Quantity of Cargo (in KL/CBM/KB/bbl)		
1.2.3 Supplier /Buyer & Address		
1.2.4 Loadport		
1.2.5 Estimated Date of Loading (ETL)		
1.2.6 Estimated Date of Arrival (ETA)		
1.2.7 Disport		
1.2.8 Name of Vessel		
1.2.9 Flag of Vessel/ Voyage Number		
1.3 Estimated Price		
1.3.1 FOB Price		Provided by applicant
1.3.2 Insurance Cost		
1.3.3 Freight Cost		
2. Proforma Invoice (1 copy)		Provided by supplier
3. Product Guaranteed Specs/ Certificate of Quality from the Supplier (1 copy)		

4.	For avgas, slop/used/waste oils, sludges and similar petroleum products/by-products, clearance from the EMB/DENR pursuant to RA 6969, "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" (1 copy)	DENR-EMB			
5.	For petroleum-based solvents, Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage (1 copy)	Provided by supplier			
6.	For export of crude/petroleum products: Export Manifest and Release Certificate (1 copy) Bill of Lading (1 copy) Commercial Invoice (1 copy)	Provided by Vessel Provided by the 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	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
		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 fee	2.1 Process payment and issue Official Receipt	Php 350.00		<i>Collecting Officer, Treasury Division</i>
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 Days	<i>Records Officer, RMD</i>
		3.2 Endorse application to OIMB			
		3.3 Receive application and assign to respective division	None	4.5 Working Days	<i>Admin Staff OIMB-OD</i>
		3.4 Receive application and assign to respective section/personnel			<i>Admin Staff, OIMB</i>

	3.5	Process application and prepare Acknowledgement letter			<i>Science Research Specialist, Respective Division</i>
	3.6	Review, evaluate and act on the application			<i>Supervising SRS, Respective Division</i>
	3.7	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.8	Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.9	Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.10	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4	Receipt of Acknowledgement Letter	4.1	Release of application to client		
		4.2	File copy of the application and action for safekeeping	None	<i>Admin Staff, Respective Division</i>
		4.3	Provide copy to Records Management Division		
Total Number of Days				7 Working Days	



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:	Oil Industry Standards and Monitoring Division (OISMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to import / export petroleum products specifically lube, grease and other petroleum products.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Application indicating the following: (1 copy)	Provided by applicant (<i>see sample template</i>)
1.1	Company details (business name, address, telephone / email add,	
1.2	Type of products, quantity, price, packaging type	
1.3	Port of loading & port of discharge	
1.4	Estimated date of loading and arrival (ETL/ETA)	
1.5	Supplier information (for importation); Consignee (for exportation)	
1.6	Shipment term or incoterms	
1.7	Vessel and voyage number	
2.	Proforma invoice or commercial invoice, packing list and bill of lading	Provided by supplier
3.	Product guaranteed / Typical Specification / Safety Data Sheet (for new products / first importation) showing product composition and use	
NOTES:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	Provided by applicant
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized	

Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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		<i>Cashier, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.1.1. Endorse application to OIMB			
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel		4.5 Working Days	<i>Admin Staff, Oil Industry Standards and Monitoring Division</i>
	3.4 Process application and prepare Lubes Importation Acknowledgement Letter	None		<i>Science Research Specialist, Oil Industry Standards and</i>

				<i>Monitoring Division</i>
	3.5 Review, evaluate and act on the application			<i>Supervising SRS, OISMD</i>
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, OISMD</i>
	3.7 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8 Review and approve endorsed application			<i>Director Office of the Bureau Director</i>
	3.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client			<i>Admin Staff, OISMD</i>
	4.2 File copy of the application and action for safekeeping			
	4.3 File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days	



Issuance of Acknowledgement of Notice to Sell or Purchase Imported Bioethanol

This notice to Purchase/Sell Imported Bioethanol shall be filed not later than seven (7) days prior to the day of actual lifting of every volume 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 Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry entities accredited to the Biofuels Program of the government.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Application indicating the following: (1 copy)	Provided by Applicant
	1.1 Company Details	
	1.1.1 Business name	
	1.1.2 Address	
	1.1.3 Telephone / Fax Number	
	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 (in KL/CBM/KB/bbl)	
	1.2.3 Supplier / Buyer and Address	
	1.2.4 Loadport	
	1.2.5 Estimated Date of Pick-up Date / Delivery Period	
	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 Cost	
	1.3.3 Freight Cost	

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		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	File application to Oil Industry Management Bureau	1.1	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>	
		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	Application Fee – Php 350.00		<i>Collecting Officer, Treasury Division</i>	
3.	Submit application to Records Management Division with copy of official receipt and order of submission	3.1	None	0.5 Working Day	<i>Records Officer, RMD,</i>	
		3.2				Endorse application to OIMB
		3.3		Receive application and assign to respective division	4.5 Working Day	<i>Admin Staff OIMB-OD</i>
		3.4		Receive application and assign to respective		

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



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 Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry importers intending to local purchase/supply sale petroleum products from/to fellow importers.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Application indicating the following: (1 copy)	Provided by Applicant
	1.1 Company Details	
	1.1.1 Business name	
	1.1.2 Address	
	1.1.3 Telephone / Fax Number	
	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 (in KL/CBM/KB/bbl)	
	1.2.3 Supplier/Buyer & Address	
	1.2.4 Loadport	
	1.2.5 Estimated Date of Lifting (ETL)	
	1.2.6 Disport	
	1.2.7 Name of Vessel	
	1.2.8 Flag of Vessel/ Voyage Number	
	1.3 Estimated Price	
	1.3.1 FOB Price	
2.	Commercial Invoice (1 copy)	Provided by supplier (supply sale)
3.	Purchase Order (1 copy)	Provided by buyer (local purchase)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.1.1 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		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel		4.5 Working Days	<i>Admin Staff Office of the Division Chief</i>
	3.4 Process application and prepare Acknowledgement letter			<i>Science Research Specialist, Respective Division</i>

	3.5	Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.6	Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.7	Review and endorse application for Director's approval	None	2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8	Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.9	Release approved application to respective division		<i>Admin Staff, OIMB-OD</i>	
4. Receipt of Acknowledgement Letter	4.1	Release of application to client		<i>Admin Staff, Respective Division</i>	
	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	



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 Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Prior Notice	
1.1 Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2 Location and complete address of the establishment; and	
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Supporting Documents (Certified True Copies)	
2.1 LTO OR/CR of Tank Truck/s	LTO
2.2 DOST Calibration Certificate for the Tank Truck/s	DOST
2.3 Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit	BFP
2.4 COC of Retail Outlet/s	Provided by Applicant
2.5 Payment of fee	
Notes:	
1. Original copy of the above documents shall be presented to OIMB for authentication purposes	
2. If the applicant is a representative of the corporation/company; Secretary's	

Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	N / A		<i>Officer of the day Oil Industry Management Bureau</i>
	1.2 If complete, issuance of order of payment for fees (treasury) and order of submission (Records Management Division)			
	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)			<i>Officer of the day Oil Industry Management Bureau</i>
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		<i>Collecting Officer, Treasury</i>
4. Submission of application to Records Management Division	4.1 Official Acceptance of application	N / A	0.5 Working Day	<i>Receiver Records Management Division</i>

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

	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:	Oil Industry Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in retailing of Liquid Fuels in areas declared as under a state of calamity/emergency and where no retail outlet can serve as a result of calamity/emergency	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	For 1 st Issuance (Initial 15 days of operation)	
1.1	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
1.1.1	Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2	Location and complete address of the Retail Outlet; and	
1.1.3	Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2.	Written notice to OIMB with endorsement from LGU or LDRRMC (1 copy)	LGU or LDRRMC

3.	Notarized Statement of Compliance to Addendum to Rule IV of DC2017-11-0011 or “Revised Retail Rules” 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			
4.	For Extension				
4.1	Justification for extension of operation (1 copy)	Provided by Applicant			
5.	Endorsement from LGU or LDRRMC (1 copy)	LGU or LDRRMC			
Notes:					
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes				
2.	If the applicant is a representative of the corporation/company; Secretary’s Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Staff, Oil Industry Management Bureau</i>
		1.2 If complete, issuance order of submission (Records Management Division)			
		1.3 If incomplete, return to client.			
2.	Submission of application to Records Management Division	2.1 Official Acceptance of application		0.5 Working Day	<i>Records Officer, RMD</i>
		2.1.1 Endorsement of			

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

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



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 Management Bureau (OIMB)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Registered downstream oil industry entities intending to import bioethanol	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application indicating the following: (1 copy)		Provided by applicant
1.1 Company Details		Provided by applicant
1.1.1 Business name		
1.1.2 Address		
1.1.3 Telephone / Fax Number		
1.1.4 Email Address		
1.1.5 Name of Authorized Representative/Signatory		
1.2 Shipment Details		Provided by applicant
1.2.1 Product Type		
1.2.2 Quantity of Cargo (in KL/CBM/KB/bbl)		
1.2.3 Supplier /Buyer & Address		
1.2.4 Loadport		
1.2.5 Estimated Date of Loading (ETL)		
1.2.6 Estimated Date of Arrival (ETA)		
1.2.7 Disport		
1.2.8 Name of Vessel		
1.2.9 Flag of Vessel/ Voyage Number		
1.3 Estimated Price		Provided by applicant
1.3.1 FOB Price		
1.3.2 Insurance Cost		
1.3.3 Freight Cost		
2. Certified true copy of the Proforma Invoice (1 copy)		Provided by supplier
3. Certified true copy of the Certificate of Quality with the denaturant used and dosage tested at load port in compliance		

	with the Philippine National Standards and submitted by Refiner or Importer. (1 copy)			
4.	Photocopy of the Notice of Quarterly Projected Sales of E-Gasoline for the applied quarter (1 copy)	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		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	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 fee	2.1 Process payment and issue Official Receipt	Php 350.00		<i>Collecting Officer, Treasury Division</i>
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 Days	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division	None	4.5 Working Days	<i>Admin Staff OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	3.5 Process application and prepare Acknowledgement letter			<i>Science Research Specialist, Respective Division</i>
	3.6 Review, evaluate and act on the application			<i>Supervising SRS, Respective Division</i>
	3.7 Review, evaluate and act on the			<i>Division Chief,</i>

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



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 Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to market / trade and use fuel additive products
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out and notarized registration form complete with the following information: (1 copy)	Provided by Applicant (<i>see sample template</i>)
1.1 Company details (Business name, address, telephone number, email add)	
1.2 Nature of business / category (manufacturer, trader/importer/, marketer, processor, user)	
1.3 Fuel additive brand / trade name	
1.4 Purpose of additive	
1.5 Source / supplier / manufacturer	
1.6 Packaging	
1.7 Additive concentration / dosage in the fuel	
1.8 Primary chemical component / percentage	
2. Company profile with scope of operation / activity / business plan / investment cost / target mark (consumer & geographical) // product supplier (1 copy)	Provided by Applicant
2.1 DTI Registration / SEC Registration	
2.2 Current Business / Mayor's Permit	
3. Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate	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 / Supplier of the product			
6. Documentary proof or evidence to support claims / purpose / benefits of the additive (e.g., comparison test on engine performance and emission test, laboratory tests, PNS test if applicable etc.)	Provided by Applicant / Supplier of the product			
NOTES:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes	Provided by Applicant			
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue order of payment for fees (Treasury) and order of submission (Records Management Division)			
	1.3 If incomplete, return to client.			
2. Pay Application Fee	2.1 Process payment and	Php 2,000.00		<i>Cashier, Treasury Division</i>

	issue Official Receipt			
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	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OISMD</i>
	3.5 Process application and prepare SEC Endorsement letter			<i>Science Research Specialist, OISMD</i>
	3.6 Additional information may be requested for further evaluation			
	3.7 Review, evaluate and act on the application			<i>Supervising SRS, OISMD</i>
	3.8 Review, evaluate and act on the application, and endorse to Office of the Bureau Director		<i>Division Chief, OISMD</i>	
	3.9 Review and endorse application to Director		3 Working Days	<i>Assistant Director, OIMB-OD</i>

	3.10	Approval of CFAR and letter of registration		<i>Director, OIMB-OD</i>
	3.11	Endorse approve CFAR and letter of registration to respective division		<i>Office of the Director</i>
4. Receipt of SEC Endorsement Letter and Acknowledgement Letter	4.1	Release of application to client		<i>Admin Staff, OISMD</i>
	4.2	File copy of the application and action for safekeeping		
	4.3	Provide copy to Records Management Division		
Total Number of Days			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"

Office or Division:	Oil Industry Management Bureau (OIMB)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of distribution of LPG	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Mayor's / Business Permit		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 with or Certificate from brand-owner (SCC-holder)		Agreement with oil companies - Provided by applicant
2.5 List of trained and qualified personnel/servicemen (Submit Certificate of Training)		In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)

2.6 Names and addresses of authorized retailers	Provided by applicant			
2.7 List of vehicles (model, make, plate number, capacity)				
3 Supporting Documents (for Renewal)				
3.1 Registration of Business from DTI, if expired or SEC Registration, if there's an amendment	DTI or SEC			
3.2 Mayor's / Business Permit, if expired	LGUs for every municipality			
3.3 Supply Agreement with or Certificate from brand-owner (SCC-holder), if expired	Provided by applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	N / A		<i>Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			

	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		<i>Collecting Officer, Treasury Division</i>
	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 establishments 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	<i>Records Officer, Records Management Division</i>
	4.2	Endorsement of application to OIMB-OD			
	4.3	Receipt of application and assignment to respective division		0.5 Working Day	<i>Admin Staff, OIMB-OD</i>
	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			<i>Staff, OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)</i>
	4.6 Endorse application to assigned processor for the issuance of SCC			
	4.7 Processing of application for the issuance of SCC		8 Working Days	<i>Science Research Specialist, RMMSCD</i>
	4.8 Review of the evaluation and action on the application of SCC		5 Working Days	<i>Supv. SRS, RMMSCD</i>
	4.9 Review of the evaluation and action on the application and endorsement to Office of the Bureau Director, SCC			<i>Division Chief, RMMSCD</i>
	4.10 Review and endorsement of SCC application for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	4.11 Review and approval of SCC application			<i>Director, OIMB-OD</i>
5. Receipt of SCC and acknowledgement	5.1 Release of approved application to respective division			<i>Admin Staff, OIMB-OD</i>
	5.2 Release of application to client			
	5.3 File copy of the application and action for safekeeping		1 Working Day	<i>Admin Staff, RMMSCD</i>

	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 Management Bureau (OIMB)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders from one place to another;
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form	Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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	
2. Supporting Documents (1st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC	
2.2 Mayor's / Business Permit	LGUs for every municipality – provided by applicant
2.3 Conveyance Permit from the Bureau of Fire Protection	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 for the transport of bulk LPG (make/model, capacity,	Provided by applicant, DOST for calibration certificate

	OR/CR, plate number and DOST Calibration Certificate of each)			
	2.6 List of delivery trucks/vehicles for the transport of LPG in cylinders (make/model, plate number and capacity, OR/CR)		Provided by applicant	
3	Supporting Documents (for Renewal)		DTI or SEC	
	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		LGUs for every municipality	
	3.3 Hauling Contract, if expired		Provided by applicant	
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff,</i> Oil Industry Management Bureau (OIMB)
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted			

		documents to applicant				
2.	Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
		2.2	If no pending case, prepare assessment for the payment of application fee			
		2.3	If with pending case, inform the applicant to pay the penalties to 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		<i>Collecting Officer, Treasury Division</i>
		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	<i>Records Officer, Records Management Division</i>

	4.2	Endorsement of application to OIMB-OB		
	4.1	Receipt of application and assignment to respective division		<i>Admin Staff, OIMB-OD</i>
	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	0.5 Working Day	<i>Staff, OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)</i>
	4.6	Endorse application to assigned processor for the issuance of SCC		
	4.7	Processing of application for the issuance of SCC	8 Working Days	<i>Science Research Specialist, RMMSCD</i>
	4.8	Review of the evaluation and action on the application of SCC		<i>Supv. SRS, RMMSCD</i>
	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, RMMSCD</i>
	4.10	Review and endorsement of SCC application for Director's approval	5 Working Days	<i>Assistant Director, OIMB-OD</i>

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



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:	Oil Industry Management Bureau (OIMB)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in sale of LPG whether in bulk or retail, under its own name	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Registration of Brand from Intellectual Property Office (IPO)		Intellectual Property Office – provided by applicant
2.3 Mayor's / Business Permit		LGUs for every municipality – provided by applicant
2.4 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP) – provided by applicant

2.5 Permit to Operate Unfired Pressure Vessel from the Department of Labor and Employment (DOLE)	Department of Labor and Employment (DOLE) – provided by applicant			
2.6 Supply Contract / Agreement with SCC-holder (if without refilling facility)	Provided by applicant			
2.7 List of trained and qualified personnel/servicemen (Submit Certificate of Training)	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)			
2.8 Names and addresses of dealers/authorized retailers	Provided by applicant			
2.9 List of vehicles used for the LPG business (model, make, plate number, capacity)	Provided by applicant			
3 Supporting Documents (for Renewal)	DTI or SEC			
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	LGUs for every municipality			
3.3 Supply Contract or refilling agreement with SCC-holder (if without refilling facility), if expired	Provided by applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			

	1.5	One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, prepare assessment for the payment of application fee			
	2.3	If with pending case, inform the applicant to pay the penalties to 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		<i>Collecting Officer, Treasury Division</i>
	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	SCC for LPG EST. for 3 years (Renewal) – Php 2500.00		

	confirm payment / No OR presented			
4. Submission of application to Records Management Division	4.1 Official acceptance of application	N / A	0.5 Working Days	<i>Records Officer, Records Management Division</i>
	4.2 Endorsement of application to OIMB-OD			
	4.3 Receipt of application and assignment to respective division		0.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	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			<i>Staff, OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)</i>
	4.6 Endorse application to assigned processor for the issuance of SCC			
	4.7 Processing of application for the issuance of SCC			8 Working Days
	4.8 Review of the evaluation and action on the application of SCC		5 Working Days	<i>Supv. SRS, RMMSCD</i>
	4.9 Review of the evaluation and action on the application and endorsement to			<i>Division Chief, RMMSCD</i>

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



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 Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of Refilling of LPG	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Mayor's / Business Permit		LGUs for every municipality
2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP)
2.4 Permit to Operate Unfired Pressure Vessel from the Department of Labor and Employment (DOLE)		Department of Labor and Employment (DOLE)
2.5 Supply Contract / Agreement		
2.6 Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible/authorized officer		Provided by Applicant
2.7 Plant Layout (no. of tanks, capacity, and other facilities)		Provided by applicant

2.8	List of trained and qualified personnel/servicemen (Submit Certificate of Training)	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)		
2.9	List of Clients/Customers	Provided by applicant		
2.10	List of vehicles (model, make, plate number, capacity)	Provided by applicant		
3. Supporting Documents (for Renewal)		DTI or SEC		
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	LGUs for every municipality		
3.3	Supply Agreement, if expired	Provided by applicant		
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			

2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to 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 SCC for LPG Est. for 3 years (New Application) – Php 3,000.00 SCC for LPG Est. for 3 years (Renewal) – Php 2,500.00		<i>Collecting Officer, Treasury Division</i>
	3.2 Unpaid application shall not be received			
	3.3 COMs does not confirm payment / No OR presented; COMS does not confirm			

	payment / No OR presented			
4. Submission of application to Records Management Division	4.1 Official acceptance of application	None	0.5 Working Day	<i>Records Officer, Records Management Division</i>
	4.2 Endorsement of application to OIMB-OD			
	4.3 Receipt of application and assignment to respective division		0.5 Working Day	<i>Admin Staff, OIMB-OD</i>
	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			<i>Staff, OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)</i>
	4.6 Endorse application to assigned processor for the issuance of SCC			
	4.7 Processing of application for the issuance of SCC		8 Working Days	<i>Science Research Specialist, RMMSCD</i>
	4.8 Review of the evaluation and action on the application of SCC		5 Working Days	<i>Supv. SRS, RMMSCD</i>
	4.9 Review of the evaluation and action on the application and endorsement to Office of the			<i>Division Chief, RMMSCD</i>

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



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 Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of selling LPG directly to a consumer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form	Provided by applicant	
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant	
2.1 Registration of Business from DTI or SEC		
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 Supply Agreement with or Certificate from SCC-holder (dealer/marketer)	Agreement with oil companies - Provided by applicant	

2.5	List of vehicles (model, make, plate number, capacity)	Provided by applicant		
3.	Supporting Documents (for Renewal)	DTI or SEC		
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	LGUs for every municipality		
3.3	Supply Agreement with or Certificate from SCC-holder (dealer/marketer), if expired	Provided by Applicant		
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement.			<i>Officer of the day/Assigned Staff, Oil Industry Management Bureau (OIMB)</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted			

		documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, prepare assessment for the payment of application fee			
	2.3	If with pending case, inform the applicant to pay the penalties to 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 SCC for LPG Est. for 3 years (New Application) – Php 3000.00 SCC for LPG Est. for 3 years (Renewal) – Php 2500.00		<i>Collecting Officer, Treasury Division</i>
	3.2	Unpaid application shall not be received			

	3.3	COMS does not confirm payment / No OR presented, COMS does not confirm payment / No OR presented			
4. Submission of application to Records Management Division	4.1	Official acceptance of application	None	0.5 Working Day	<i>Records Officer, RMD</i>
	4.2	Endorsement of application to OIMB-OBDD			
	4.3	Receipt of application and assignment to respective division			<i>Admin Staff, OIMB-OD</i>
	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		0.5 Working Day	<i>Staff OIMB – Retail Market Monitoring and Special Concerns Division (RMMSCD)</i>
	4.6	Endorse application to assigned processor for the issuance of SCC			<i>Officer of the day/assigned staff, RMMSCD</i>
	4.7	Processing of application for the issuance of SCC		8 Working Days	<i>Science Research Specialist, RMMSCD</i>

	4.8	Review of the evaluation and action on the application of SCC			<i>Supv. SRS, RMMSCD</i>
	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, RMMSCD</i>
	4.10	Review and endorsement of SCC application for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	4.11	Review and approval of SCC application			<i>Director, OIMB-OD</i>
5. Receipt of SCC and acknowledgement	5.1	Release of approved application to respective division			<i>Admin Staff, OIMB-OD</i>
	5.2	Release of application to client			
	5.3	File copy of the application and action for safekeeping		1 Working Day	<i>Admin Staff, RMMSCD</i>
	5.4	Provide copy to Records Management Division			
Total Number of Days			20 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:	Oil Industry Management Bureau (OIMB)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)		Provided by applicant
Supporting Documents for 1st Issuance		
3. Authenticated copy of the valid Supply Agreement or original Supplier’s Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)		OIMB-registered distributor/ supplier
4. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)		Engineering Procurement Construction Contractor
5. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)		Provided by applicant
6. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier’s booth and other facilities (with measurement) (1 copy)		Engineering Procurement Construction Contractor
7. Latest photographs (in 5R size) showing:		Provided by applicant

7.1	Full/front, right, and left side views of the retail outlet	
7.2	Required stickers/labels for RON, E10 and B2, among others	
7.3	Price display board	
7.4	Safety and informational signs	
8.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
9.	Payment of fee	Provided by applicant
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 partnership/corporation/cooperative	
2.	Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
3.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4.	DOE 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 (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
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for	

company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	N / A		<i>Officer of the day Oil Industry Management Bureau</i>
	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.			
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)		<i>Division Chief or Director, Legal Services</i>
	2.2.1 If no pending case, note continue processing of COC			
	2.2.2 If with pending case, note hold in abeyance processing of COC			
3. Filing of application to Oil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	None		<i>Staff, OIMB</i>
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		<i>Collecting Officer, Treasury Division</i>

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

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



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

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)	OIMB/COR#002-NTEB
2.	Written Request for Endorsement (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	
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	Applicant
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury) 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		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OICMD</i>
	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	<i>Science Research Specialist, Respective Division</i>

	<p>3.6 Require applicant to submit additional data/information in support to the DOE Endorsement for BOI Registration processing</p> <p>Notes:</p> <p><i>(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)</i></p> <p><i>(Notification via mail or e-mail or phone call) is within three (3) days.</i></p>			<p>SRS, Respective Division</p>
	<p>3.7 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter</p>			<p>Supv. SRS, Respective Division</p>
	<p>3.8 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter</p>			<p>Division Chief, Respective Division</p>
	<p>3.9 Review MOA, EC, Acknowledgement Letter and recommend approval for the</p>		<p>5 Working days</p>	<p>Assistant Director, OIMB-OD</p>

	issuance of MOA, EC and Acknowledgement letter			
	3.10 Approve the MOA, EC & Acknowledgement letter			<i>Director, OIMB-OD</i>
	3.11 Release the approved MOA, EC & Acknowledgement letter to OICMD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Acknowledgement Letter	4.1 Release the application to client	None	
		4.2 File copy of the application and action for safekeeping		
		4.3 Provide copy to Records Management Division		
Total Number of Days			20 Working Days	



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

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)	OIMB/COR#002-NTEB
2.	Written Request for Endorsement (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	
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	Applicant
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send application via email to Oil Industry Management Bureau- Oil Industry Competition and Monitoring Division- Oil Demand & Market Competition Monitoring Section (OIMB-OICMD-ODMCMS) at: rescandor@doe.gov.ph and/or icmd-demand@doe.gov.ph	1.1 Receive/ confirm receipt via email of documents against checklist of requirements	None		<i>Supervising Science Research Specialist OICMD-ODMCMS</i>
	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 <i>(Notification via e-mail is within three (3) days of receipt of application)</i>			<i>Assigned Processor OICMD-ODMCMS</i>
	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 <i>(Notification via e-</i>			

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

	3.5 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			<i>Division Chief Respective OICMD</i>
	3.6 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working Days	<i>Assistant Director Office of the Bureau Director</i>
	3.7 Approval of MOA, EC & Acknowledgement letter			<i>Director, Office of the Bureau Director</i>
	3.8 Release of approved MOA, EC & Acknowledgement letter to OICMD			<i>Admin Staff, Office of the Bureau Director</i>
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 <i>(Notification is within three (3) days after receipt from Office of the Bureau Director of the signed documents)</i>	None		<i>Admin Staff, OICMD</i>
	4.2 File copy of the application and action for safekeeping			

	4.3 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

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

6.8	To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator			
7.	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)		Provided by applicant	
8.	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)		Engineering Procurement Construction Contractor	
9.	Accomplished DOE Form on Undertaking (1 copy)		Provided by applicant	
10.	Latest photographs (in 5R size) showing:		Provided by applicant	
10.1	Full/front, right, and left side views of the retail outlet			
10.2	Required stickers/labels for RON, E10 and B2, among others			
10.3	Price display board			
10.4	Safety and informational signs			
11.	DOE SCC/COC Clearance of No Pending Case (1 copy)		Legal Services	
12.	Payment of fee		Provided by Applicant	
Notes:				
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes			
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	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

No Pending Case to 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)	None		<i>Staff, Oil Industry Management Bureau</i>
4. Payment of Applicable fees	4.1 Processing of payment and issuance of Official Receipt	Ack. of Notice – Php 500.00		<i>Collecting Officer, Treasury</i>
5. Submission of application to Records Management Division	5.1 Official Acceptance of application	None	0.5 Working Day	<i>Records Officer, RMD</i>
	5.1.1 Endorsement of application to OIMB			
	5.2 Receipt of application and assignment to respective division		9.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	5.3 Receipt of application and assignment to respective section/ personnel			<i>Admin Staff, OIMB</i>
	5.4 Processing of application and preparation of CNC			<i>Science Research Specialist, Respective Division</i>
	5.5 Review of the evaluation and action on the application	None	5 Working Days	<i>Supv. SRS, Respective Division</i>
	5.6 Review of the evaluation and action on the application and endorsement to			

	Office of the Bureau Director			
	5.7 Review and endorsement of application for Director's approval	5 Working Days	Assistant Director, OIMB-OD	Director, OIMB-OD
	5.8 Review and approval of endorsed application			
6. Receipt of CNC	6.1 Release of approved application to respective division			
	6.2 Encoding of CNC		Admin Staff, Respective Division	
	6.3 Release of application to client			
	6.3.1 File copy of the application and action for safekeeping			
	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)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to develop Downstream Natural Gas Facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Legal Documentation		
1.1	Duly filled-out covering information sheet showing a brief profile of the Applicant (Annex A-2 of DC No. 2017-11-0012);	Annex A-2 of DC No. 2017-11-0012
1.2	Certified true copies of the Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws, and latest Certificate of Amendment, if applicable; or their foreign equivalents. The corporate purpose of the Applicant shall include the authority to construct and operate Downstream Natural Gas Facilities;	Securities and Exchange Commission (SEC)
1.3	Certified true copy of the updated General Information Sheet (GIS), or their foreign equivalent, and stamped-received by the Securities and Exchange Commission (SEC) within twelve (12) months from date of the filing of application; and	Securities and Exchange Commission (SEC)
1.4	Original Copy of the Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign and execute documents in relation to the application.	Provided by Applicant
2. Technical Documentation		
2.1	Applicant Profile	
2.1.1	The Applicant shall submit a duly notarized description of its own, or if necessary, including that of the chosen member/s of the Applicant Group, experience and technical capability relevant to carrying out the Project, specifically:	Provided by Applicant

<p>2.1.2 A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;</p>	
<p>2.1.3 A summary and description of all gas-related projects completed and pending, if any, for at least the past three (3) years preceding the date of the application including the assessment of the performance of their construction, operation and economic feasibilities;</p>	
<p>2.1.4 Description of the qualifications and experience of key management, professional and technical personnel in the Downstream Natural Gas Facility construction and operation;</p>	
<p>2.1.5 Disclosure of any pending or determined with finality major safety or environmental enforcement actions by relevant authorities;</p>	
<p>2.1.6 If Applicant Group's technical capability will be used, the Secretary's certificate of the chosen member/s confirming a board resolution authorizing the commitment of the identified technical capability to the proposed Project;</p>	
<p>2.1.7 Other information that the Applicant may deem necessary to support its application or as maybe required by the C-REC.</p>	
<p>2.3 Construction Plans and Designs</p>	
<p>2.3.1 General Project Description;</p>	<p>Provided by Applicant</p>
<p>2.3.2 Locational zoning clearance subject to the local government zoning ordinance;</p>	
<p>2.3.3 Quantitative risk assessment report for safe distance requirements;</p>	
<p>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;</p>	
<p>2.3.5 Geologic, Oceanographic, Seismic, Atmospheric, and Security hazard identification, prevention and mitigation assessment report;</p>	

<p>2.3.6 Distribution Impact Study (DIS) and Distribution Asset Study (DAS) or embedded power plant construction plan for power supply requirement;</p>	<p>Provided by Applicant</p>
<p>2.3.7 Front End Engineering Design (FEED) and detailed building and equipment plans and designs (as developed during FEED and together with evidence of completion of the FEED stage) and their corresponding work program and budget;</p>	
<p>2.3.7.1 Conceptual plans and designs of buildings, other facilities and equipment, with descriptions and flow diagram of their construction and installation processes including the integrity and safety engineering methods and technology applied with due consideration of the results of the assessments made from items guidelines 2.a to 2.f above;</p>	
<p>2.3.7.2 Summary list with sufficient description of the Philippine or Internationally accepted codes and standards specifically used as basis on the formulation of the plans and designs for the construction of buildings and other facilities and the installation of equipment including the materials used therein;</p>	
<p>2.3.7.3 Planned Construction Schedule;</p>	
<p>2.3.7.4 Plot Plans and list of key buildings, other facilities, equipment, access roads, safety zones and distances;</p>	
<p>2.3.7.5 Manpower and construction equipment requirements;</p>	
<p>2.3.7.6 Management of change system;</p>	
<p>2.3.7.7 Maintenance of records system;</p>	
<p>2.3.8 Third party quality assurance program validation</p>	
<p>2.3.8.1 Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities and installed equipment;</p>	
<p>2.3.8.2 Safety and Quality Assurance Certifications of the material used on the construction, facilities and equipment; and</p>	

<p>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;</p>	<p>Provided by Applicant</p>
<p>2.3.9 A summary of the execution plan for the establishment of a professional project management team for construction, installation, testing and commissioning;</p>	
<p>2.3.10 A summary report prepared by the Applicant on other Government agencies' permitting requirements before construction and before operation; and</p>	
<p>2.3.11 Other relevant studies or assessment reports that the Applicant may deem necessary to support its application.</p>	
<p>2.4 Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Construction and Equipment Installation Phase)</p>	
<p>2.4.1 Submission of HSSE management systems, management and employee structure, manpower complement, qualification and competency / training development program and mitigation plans to address the risks at ALARP levels in the following areas:</p>	<p>Provided by Applicant</p>
<p>2.4.1.1 Environmental Risk Assessment and Management Plan</p>	
<p>2.4.1.2 Occupational Health and Safety Risk Assessment and Management Plan</p>	
<p>2.4.1.3 Facility Security Risk Assessment and Management Plan</p>	
<p>2.4.1.4 Disaster/ Emergency Preparedness and Response Plan</p>	
<p>2.4.1.5 Other areas of concern that the Operator may deem necessary.</p>	
<p>2.5 Financial Documentation</p>	<p>Provided by Applicant</p>
<p>2.5.1 Economic/Financial Feasibility Report with clear demonstration of the projected revenue versus the</p>	

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 Secretary's certificate confirming board resolution authorizing the contribution to the funding of the equity share corresponding to its participating interest.	Provided by applicant
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	Provided by Applicant
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents,	

and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;				
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.				
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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	(To be announced)		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and		7.5 Working Days	<i>Admin Staff, OIMB-OD</i>

	assign to respective division			
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	3.4 Process application and prepare Notice to Proceed (NTP)			<i>Science Research Specialist, Respective Division</i>
	3.5 Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.7 Review and endorse application for Director's approval			<i>Assistant Director, OIMB-OD</i>
	3.8 Review and endorse application for Assistant Secretary's approval			<i>Director, OIMB-OD</i>
	3.9 Review and endorse application for Undersecretary's approval	None	7 Working Days	<i>Supervising Assistant Secretary</i>
	3.10 Review and endorse application for Secretary's approval			<i>Supervising Undersecretary</i>
	3.11 Review and approved the endorse application		5 Working Days	<i>Office of the Secretary (OSEC)</i>
	3.12 Release approved			<i>Admin Staff, OIMB-OD</i>

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



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 Bureau (OIMB)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serve the fuel requirements of marine vessels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by Applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)		Provided by Applicant
3. Supporting Documents for 1st Issuance		
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
3.2 Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the issued by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)		Engineering Procurement Construction Contractor

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 per product (1 copy)	Provided by Applicant
3.5	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
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 copy)	Legal Services
6.	Payment of fee	Provided by applicant
7.	Supporting Documents for Renewal	
7.1	Filled-out and notarized application form 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 distributor/supplier with validity period (1 copy)	OIMB-registered distributor / supplier
10.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
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	
11.4	Safety and informational signs	
12.	Photocopy of previous COC	Provided by Applicant
13.	Payment of Fee	

14. Reportorial Requirements (Under oath; submitted every 30 th day of January)					
14.1	Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant			
14.2	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier			
Notes:					
1. Original copy of the above documents shall be presented to OIMB for authentication purposes					
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.					
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Staff, Oil Industry Management Bureau</i>
		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		<i>Division Chief or Director, Legal Services</i>
		2.1.1 If no pending case, note continue processing of COC			
		2.1.2 If with pending case, note hold in abeyance			

		processing of COC			
3.	Filing of application to 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	None	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			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		5 Working Days	Supv. SRS, Respective Division
		5.6 Review of the evaluation and action on the application and			Division Chief, Respective Division

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



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

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

Office or Division:	Oil Industry Management Bureau-Natural Gas Management Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to construct, expand, rehabilitate, and modify Downstream Natural Gas Facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Permits		
1.1	Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR);	Department of Environment and Natural Resources (DENR)
1.2	Endorsement and Permits from the Local Government Unit (LGU), where the facility is located;	Local Government Unit (LGU), where the facility is located.
1.3	Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;	National Commission on Indigenous Peoples (NCIP)
1.4	Land Conversion Clearance from the Department of Agriculture (DA), if applicable;	Department of Agriculture (DA)
1.5	Registration with the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
1.6	Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS); and	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS)
1.7	Other permits as maybe required by law or rules in order to commence construction.	Provided by Applicant
2. Submission of Proof of Financial Closing		Provided by Applicant
Notes:		

1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;		Provided by Applicant		
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;				
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and		Provided by Applicant		
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
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 requirements.	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	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	Pipeline system - Php 10.00 per meter of pipeline		<i>Collecting Officer, Treasury Division</i>

		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	None	0.5 Working Day	<i>Records Officer, RMD</i>	
	3.1.1 Endorse application to OIMB				
	3.2 Receive application and assign to respective division		7.5 Working Days		<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel				<i>Admin Staff, OIMB</i>
	3.4 Process application and prepare Permit to Construct, Expand, Rehabilitate and Modify (PCERM)				<i>Science Research Specialist, Respective Division</i>
	3.5 Review, evaluate and act on the application				<i>Supv. SRS, Respective Division</i>
	3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director				<i>Division Chief, Respective Division</i>
	3.7 Review and endorse application for Director's approval				<i>Assistant Director, OIMB-OD</i>

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



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

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 maintain Downstream Natural Gas Facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Completion		
1.1 Refers to the certificate of practical completion and certificate of completion testing issued by the Engineering, Procurement and Construction (EPC) Contractor with the conformity of the Owner's project manager		Provided by applicant
2. Summary List of Buildings, Facilities and Equipment		Provided by applicant
3. Operational process with flow diagram		
3.1 Description of operational process with flow diagram of building, facilities, and equipment for testing, commissioning, operation, repair and maintenance for DOE guidance and reference		Provided by applicant
4. Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Operational Phase)		
4.1 Submission of HSSE management systems, management and employee structure, manpower complement, qualification and competency / training development program and mitigation plans to address the risks at ALARP levels in the following areas:		Provided by Applicant
4.1.1 Environmental Risk Assessment and Management Plan		
4.1.2 Occupational Health and Safety Risk Assessment and Management Plan		
4.1.3 Facility Security Risk Assessment and Management Plan		

4.1.4 Disaster/ Emergency Preparedness and Response Plan	Provided by Applicant
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:	
5.1 Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the DENR;	Department of Environment and Natural Resources (DENR)
5.2 Endorsement and Permits for Operation from the Local Government Unit (LGU);	Local Government Unit (LGU), where the facility is located.
5.3 Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;	National Commission on Indigenous Peoples (NCIP)
5.4 Registration and Permit to Operate from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
5.5 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig and Social Security System Corporation (SSS);	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS)
5.6 Fire Safety Inspection Certificate (Fire Code);	Bureau of Fire Protection (BFP)
5.7 Sanitary Permit (Sanitary Code); and	Local Government Unit (LGU), where the facility is located.
5.8 Other permits as maybe required by law or rules	Provided by applicant
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	Provided by Applicant
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; and	
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.	Provided by Applicant

4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If complete, issue order of payment for fees (Treasury) 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	Pipeline system - Php 10.00 per meter of pipeline LNG Terminal and related facilities - Php 113,000.00 per project application		<i>Collecting Officer, Treasury Division</i>
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	<i>Records Officer, RMD</i>

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

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



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

4.2. Business/Mayor's Permit (updated) (1 copy)	Local Government Unit			
4.3. Certificate of Accreditation as Importer (1 copy)	Bureau of Customs (BOC)			
4.4. Permit to Operate Unfired Pressure Vessel (1 copy)	Department of Labor and Employment (DOLE)			
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes	Applicant			
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		<i>Officer of the day/Assigned Processor, Oil Industry Management Bureau</i>
	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, Treasury Division</i>

		(1st issuance): Php. 3,000.00, Php. 2,500.00 (renewal)		
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	<i>Records Officer, RMD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OICMD</i>
	3.5 Evaluate/process application and prepare Evaluation Sheet and Standards Compliance Certificate (SCC) and Acknowledgement Letter to applicant/ proponent		14.5 Working Days	<i>Science Research Specialist, Respective Division</i>
	3.6 Review and recommend approval of the SCC, Evaluation Sheet and Acknowledgment Letter to proponent/applicant			<i>Supv. SRS, Respective Division</i>
	3.7 Review and endorse to OBD for approval of SCC, Evaluation Sheet and Acknowledgment Letter to			<i>Division Chief, Respective Division</i>

	proponent/applicant			
	3.8 Review and endorse the SCC, Evaluation Sheet and Acknowledgment Letter to proponent/applicant for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.9 Review and approval of SCC, Evaluation Sheet and Acknowledgment Letter to applicant/proponent			<i>Director, OIMB-OD</i>
	3.10 Release of signed SCC, Evaluation Sheet and Acknowledgment Letter to OICMD			<i>Admin Staff, OIMB-OD</i>
4. Receipt of signed Acknowledgment Letter	4.1 Release of application to client			<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
	4.3 Provide copy to Records Management Division			
Total Number of Days		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:	Oil Industry Management Bureau	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) as a result of emerging technologies that address the proliferation of “bote-bote”.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Prior Notice	
1.1	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
1.1.1	Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2	Location and complete address of the Retail Outlet; and	
1.1.3	Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2.	A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)	Provided by Applicant
3.	Supporting Documents for 1 st Issuance	
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
3.2	Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose 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 Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1 copy)	Facilities and product safety certifying bodies
3.4	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by Applicant
3.5	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier’s booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
3.6	Latest photographs (in 5R size) showing:	Provided by Applicant
	a. Full/front, right, and left side views of the retail outlet	
	b. Required stickers/labels for RON, E10 and B2, among others	
	c. Price display board	
	d. Safety and informational signs	
3.7	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
3.8	Payment of fee	Provided by Applicant
4.	Supporting Documents for Renewal	
4.1	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
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	
4.1.3	Name of dealer/retailer or authorized representative if	

	partnership/corporation/cooperative				
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				
	b. 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.	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)		OIMB-registered distributor / supplier		
Notes:					
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes				
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to Oil Industry	1.1 Review of completeness of documents against	None		<i>Staff, Oil Industry Management Bureau</i>

Management Bureau	checklist of 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		<i>Division Chief or Director, Legal Services</i>
	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		<i>Staff, Oil Industry Management Bureau</i>
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		<i>Collecting Officer, Treasury Division</i>
5. Submission of application to Records Management Division	5.1 Official Acceptance of application	N / A	0.5 Working Day	<i>Records Officer, RMD</i>
	5.1.1 Endorsement of application to OIMB			
	5.2 Receipt of application and		9.5 Working Days	<i>Admin Staff, OIMB-OD</i>

	assignment to respective division			
	5.3 Receipt of application and assignment to respective section/ personnel			<i>Admin Staff, OIMB</i>
	5.4 Processing of application and preparation of COC			<i>Science Research Specialist, Respective Division</i>
	5.5 Review of the evaluation and action on the application			<i>Supv. SRS, Respective Division</i>
	5.6 Review of the evaluation and action on the application and endorsement to Office of the Bureau Director		5 Working Days	<i>Division Chief, Respective Division</i>
	5.7 Review and endorsement of application for Director's approval			<i>Assistant Director, OIMB-OD</i>
	5.8 Review and approval of endorsed application		5 Working Days	<i>Director, OIMB-OD</i>
6. Receipt of approved COC	6.1 Release of approved application to respective division			<i>Admin Staff, OIMB-OD</i>
	6.2 Encoding of COC			
	6.3 Release of application to client			
	6.3.1 File copy of the application and action for safekeeping			<i>Admin Staff, Respective Division</i>
	6.3.2 Provide copy to Records Management Division			
Total Number of Days		20 Working Days		

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-Business	
Who May Avail:	Entities intending to engage in sale in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Application Form		Provided by Applicant
<ol style="list-style-type: none"> 1. Filled-out and notarized application form complete with the following information: <ul style="list-style-type: none"> • Business name, address, telephone / email address; • Location and complete address of LPG establishment/s; • Name of owner in case of single proprietorship, or partners in case of partnership, or authorized representative in case of corporation 		
II. Supporting Documents (1st Issuance)		
1. Registration of Business from DTI or SEC		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by Applicant
2. Mayor's / Business Permit		LGUs for every municipality – provided by applicant
3. Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP) – provided by applicant
4. Certification from SCC-holder Supplier		Provided by Applicant
5. Engineering layout plan		Provided by Applicant
6. Certification on compliance with the Philippine National Standards (PNS) for auto-LPG dispensing station signed by designated responsible/authorized officer		Provided by Applicant
7. List of auto LPG station personnel and proof of training and qualification		Provided by Applicant

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			
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			
III. Supporting Documents (for Renewal)				
1. Registration of Business from DTI, if expired or SEC Registration, if there's an amendment	DTI or SEC			
2. Mayor's / Business Permit, if expired	LGUs for every municipality			
3. Certificate from SCC-holder importer, if expired	Provided by Applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff</i> Oil Industry Management Bureau (OIMB)
	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 letter if incomplete for the first time. If			

	next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.1.1 If no pending case, prepare assessment for the payment of application fee			
	2.1.2 If with pending case, inform the applicant to pay the penalties to Treasury Division			
	2.2 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	Ackt of Notice / Engagement on the DOI – Php 500.00 SCC for LPG Est. for 3 years (New Application) – Php 3000.00 SCC for LPG est. for 3 years (Renewal) – Php 2500.00		<i>Cashier Treasury</i>

	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 application to Records Management Division	4.1 Official acceptance of application		0.5 Working Days	<i>Receiver</i> Records Management Division
	4.2 Endorsement of application to OIMB-OBD			
	4.3 Receipt of application and assignment to respective division		0.5 Working Days	<i>Admin Staff</i> Office of the Bureau Director
	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			
	4.6 Endorse application to assigned processor for the issuance of SCC	N / A		
	4.7 Processing of application for the issuance of SCC		8 Working Days	<i>Science Research Specialist</i> RMMSCD

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

Office or Division:	Oil Industry Management Bureau			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Agencies, bureaus and services interested in oil industry data / statistics and information			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of request indicating the interested information and data.			Provided by Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Notes: a. Records Management Division for other agencies and interested parties outside DOE. b. OIMB for bureaus and services within DOE	1.1 Official Receipt of request	None	0.5 Working Day	<i>Officer of the day/Assigned Processor, Records Management Division / Oil Industry Management Bureau</i>
	1.2 Receive request and assign to respective division		4.5 Working Days	<i>Staff, OIMB-OD</i>
	1.3 Receive request and assign to respective section/ personnel			<i>Staff, OIMB</i>
	1.4 Process request and prepare letter respective section/ personnel			<i>Science Research Specialist, Respective Division</i>
	1.5 Review, evaluate and act on the request	None		<i>Supv. SRS, Respective Division</i>

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

**ELECTRIC POWER INDUSTRY MANAGEMENT
BUREAU
(EPIMB)**



SUMMARY

Electric Power Industry Management Bureau (EPIMB)

PROCESS	DURATION
EXTERNAL SERVICES	
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
Power Market Development Division (PMDD)	
1. Issuance of Clearance for Direct Connection to the Grid	50 Calendar Days
Rural 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:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)			
Classification:	Complex Transaction			
Type of Transaction:	Generation-2-Business			
Who May Avail:	Generation and Transmission Companies' compliance to the requirements of NCIP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Copy of the Letter of Request addressed to NCIP;				
3. Company Profile;				
4. Project Background / Description including the following:				
4.1 Official Name of the Generating Facility / Project;				
4.2 Gross Capacity;				
4.3 Exact Location;				
4.4 Target Commercial Operation Date;				
4.5 Target Commissioning Date;				
4.6 Off taker/s of the electricity;				
5. Vicinity Map				
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	<i>Staff, Power Planning Development Division</i>

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



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			
Type of Transaction:	Transmission-2-Business			
Who May Avail:	Transmission Companies' compliance to the requirements of NCIP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to Electric Power Industry Management Bureau Director		<i>To be provided by the Client</i>		
2. Letter of Request addressed to NCIP				
3. Project Profile				
3.1 Objective of Project				
3.2 Impact Management and Mitigation Plan; and				
3.3 Location Map.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1 EPIMB review of the submitted documents (review of completeness of documentary requirements)		3 Working Days	<i>Staff, Power Planning Development Division</i>
2. Waiting for result 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	
	2.3 Preparation of letter of endorsement to NCIP.		0.5 Calendar Day	<i>PPDD assigned staff</i>

	2.4 Review letter of endorsement to NCIP.		1 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.5 Review letter of endorsement to NCIP.		1 Calendar Day	<i>Assistant Director, EPIMB</i>
	2.6 Review, approve and sign letter of endorsement to NCIP.		1 Calendar Day	<i>Director, EPIMB</i>
	2.7 Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP. End of process.			<i>Staff, PPDD</i>
3. Claim Endorsement to NCIP				<i>Client</i>
Total Number of Days			5 Calendar Days	



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-Business	
Who May Avail:	Generation Companies preparing for construction of power plant	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter of request addressed to the Electric Power Industry Management Bureau (EPIMB) Director (indicating the specific purpose to purchase / possession of the explosives / explosive ingredients / controlled chemicals and the detailed information on the name of chemicals / explosive ingredients / explosives, quantities, etc., which will be used in the power plant construction / preparatory activities;	<i>To be provided by the Client</i>
	2. Letter of request addressed to the PNP Chief, attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives / explosive ingredients / controlled chemicals as a PURCHASER including the information on the quantity, tentative date of delivery, and the name of chemicals;	
	3. Accomplished Form from PNP Explosives Management Division for the Request to Possess / Purchase Explosives / Explosive Ingredients / Controlled Chemicals;	
	4. Copy of Department of Energy's Certificate of Endorsement to the Energy Regulatory Commission for the issuance of the Certificate of Compliance, if available;	
	5. If the company is the winning bidder of NPC-PSALM's assets for privatization, the company must submit copy of any notarized pertinent documents related to the transfer of assets from NPC – PSALM to the winning bidder such as Asset Purchase Agreement (APA), Land Lease Agreement (LLA)	

Amendment, Accession and Assumption Agreement (AAAA), Deed of Absolute Sales (DOAS), etc.; and				
6. Proof of Registration of the requesting company and the name of the resource facility registered in the Wholesale Electricity Spot Market, if available.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1 EPIMB review of the submitted documents (review of completeness of documentary requirements).		3 Working Days	<i>Staff, Power Planning Development Division</i>
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	<i>Staff, PPDD</i>
	2.2 Preparation of Certificate of Endorsement to PNP.		0.5 Calendar Day	<i>Staff, PPDD</i>
	2.3 Review and endorsement, edit if needed.		1 Calendar Day	<i>Chief, PPDD</i>
	2.4 Review and endorsement, edit if needed.		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.5 Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.6 Uploading in the EVOSS System of the signed Certificate of Endorsement to PNP. End of process.			<i>Staff, PPDD</i>

3. Claim signed Endorsement to PNP				<i>Client</i>
Total Number of Days		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-Business			
Who May Avail:	Generation Companies conducting feasibility study/due diligence in preparation for their generation power project			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Note: For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i>				
1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		<i>To be provided by the Client</i>		
2. Company Profile;				
3. Project Background / Description including the following:				
3.1 Official Name of the Generating Facility / Project;				
3.2 Gross Capacity;				
3.3 Exact Location;				
3.4 Target Commercial Operation Date;				
3.5 Target Commissioning Date;				
3.6 Off taker/s of the electricity.				
4. Additional for Renewable Energy Power Projects				
4.1 Endorsement of Renewable Energy Management Bureau (Notice to Proceed);		DOE – Renewable Energy Management Bureau		
4.2 Copy of Certificate of Registration as Renewable Energy (RE) Developer				
4.3 Copy of Service Contract or Operating Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with	1.1 EPIMB review of the submitted documents	None	3 Working Days	

complete documents	(review of completeness of documentary requirements).			<i>Staff, Power Planning Development Division</i>
2. Waiting for REMB/PPDD Evaluation	2.1 For Renewable Energy Projects, REMB evaluation if the application is qualified and issuance of Notice to Proceed (NTP).			
	2.1.1 If the application was tagged as not qualified by REMB, 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 (for RE project should have NTP from REMB uploaded in the EVOSS System) proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved		2 Calendar Days	
	2.3 Preparation of letter to NGCP endorsing the		0.5 Calendar Day	

	project for the conduct of SIS.			
	2.4 Review and endorsement, edit if needed.		0.5 Calendar Day	<i>Senior SRS and Chief, PPDD</i>
	2.5 Review and endorsement, edit if needed.		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.6 Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	2.7 Uploading in the EVOSS System of the signed Clearance to Undertake System Impact Study. End of process.			<i>Staff, PPDD</i>
3. Claim signed endorsement to NGCP				<i>Client</i>
Total number of Days			5 Calendar Days	



Endorsement to the Board of Investments (BOI)

Office or Division:	Power Planning Development Division - Power Generation and Supply Development and Monitoring Section (PPDD-PGSDM)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Generation Companies engaging in power generation requesting registration with to avail incentives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><i>Note:</i> <i>The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</i> <i>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i></p>		<p><i>To be provided by the Client</i></p>
1. Letter of Request addressed to Electric Power Industry Management Bureau (EPIMB) Director indicating the nature of request (new or amendment), official name of the project, capacity, and complete location of the project;		
2. Company profile;		
3. Securities and Exchange Commission (SEC) Registration for Partnership and/or Corporation (must be SEC certified machine copy);		
4. Latest General Information Sheet / Articles of Limited Partnership (must be SEC certified machine copy);		
5. Articles of Incorporation & By-Laws / Partnership (must be SEC certified machine copy);		
6. Department of Trade and Industry Registration for Sole Proprietorship;		
7. Project Background / Description		
7.1 Executive Summary of the Feasibility Study;		
7.2 Technical Description of the Project: For Coal Power Plants, please indicate sources of coal and percentage of its sources. For Diesel Power Plants, please submit Certificate from Fuel supplier indicating compliance with the 2% biodiesel blend and Fuel Supply Agreement (Certificates should bear original and not electronic signature);		

<p>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).</p>	
<p>8. Five (5) - Year Projected Financial Statement with and without ITH (Income Statement, Balance Sheet, Statement of Cash Flows);</p>	<p><i>To be provided by the Client</i></p>
<p>9. Power Supply Agreement of Energy Sales/Supply Agreement/ ASPA (for Ancillary Service Provider) including all the amendments in the contract and assignment, or any equivalent document;</p>	
<p>10. Proof of Financial Closing, whichever is available:</p>	
<p>10.1 For 100% Equity:</p>	
<p>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:</p> <ul style="list-style-type: none"> 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. 	
<p>10.2 For Loan-Equity Ratio of the total project cost:</p>	
<p>10.2.1 Notarized Certification from the company signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> 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)]; 	

<p>d. Exact location including barangay, municipality, and province; e. Amount of Total project cost; f. Amount of Project Cost to be financed by the company; and g. Indicate the percentage of the project cost to be financed by the company.</p>				
<p>10.2.2 Notarized Loan Agreement and Certification from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.</p>		<i>To be provided by the Client</i>		
<p>10.3 For the Financier of the Project</p>				
<p>10.3.1 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the amount of Financial Assistance / loan to be provided.</p>				
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	<i>Staff, Power Planning Development Division</i>
2. Waiting for result of PPDD's evaluation	2.1 If the document is already complete proceed to evaluation / assessment if approved or disapproved. End of process if tagged as disapproved.		2 Calendar Days	<i>Staff, Power Planning Development Division</i>
	2.2 Preparation of letter of endorsement to BOI		1 Calendar Day	<i>Staff, Power Planning Development Division</i>

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



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	
Type of Transaction:	Government to Business	
Who May Avail:	Generation Companies with power projects that are ready for commissioning	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Note:</i></p> <p><i>The project should be in the Department of Energy's (DOE) List of Private Sector Initiated Power Projects with a Committed Status.</i></p> <p><i>For coal power projects, it must satisfy the requirements of coal moratorium advisory.</i></p>		
<p>1. Letter of Request addressed to Electric Power Industry Management Bureau Director indicating the nature of request, whether:</p>		<p><i>To be provided by the Client</i></p>
<p>1.1 For new application should include the official name of the project, nameplate capacity in three (3) decimal places, and complete location of the project;</p>		
<p>1.2 For amendment (amendment of Developer name, capacity, project name or location), previously issued COE number, official name of the project, nameplate capacity in three (3) decimal places in MW, and complete location of the project (barangay, municipality, province);</p>		
<p>1.3 For renewal of COC, should include the official name of the project, nameplate capacity in three (3) decimal places, and complete location of the project;</p>		
<p>2. Company Profile <i>(if the request is for the amendment of company name or project developer, indicating the transition from the previous developer to the new developer);</i></p>		
<p>3. Previously issued COE to ERC <i>(if the request is for amendment);</i></p>		

<p>4. Project Background / Description including the following information:</p>	
<p>4.1 Name of the Generating Facility / Project;</p>	
<p>4.2 Nameplate capacity in three (3) decimal places in MW. For Solar Projects should be in MW and MWp;</p>	
<p>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:</p> <ul style="list-style-type: none"> a. Certification that the unit is already unreadable and providing the information in the nameplate photograph; or b. Copy of the manufacturer's booklet containing the specifications in the nameplate. 	
<p>4.4 Computation in converting the said generator rating per unit, from Mega-Volt Ampere (MVA) to Megawatt (MW), in three (3) decimal places;</p>	
<p>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);</p>	
<p>4.6 For ESS projects, also include the computation for the battery capacity in terms of MWh.</p>	

<p>4.7 Summary of the nameplate / rating capacities per unit, in three (3) decimal places, if multiple generators, with the total capacity;</p>	
<p>4.8 Exact location of the power plant including the barangay, municipality, and province;</p>	
<p>4.9 For New Power Plant: Target Commercial Operation Date;</p> <p>For Existing Power Plant: Commencement of Operation Date;</p>	
<p>4.10 Summary of Off taker/s of the Electric Output with corresponding capacity <i>(no need to provide if the power plant is already operational)</i>;</p>	
<p>4.11 Engineering, Procurement, and Construction (EPC) Contractor <i>(no need to provide if the power plant is already operational)</i>;</p>	
<p>4.12 Jobs Generated during Construction and During Operation <i>(current number of employees if the plant is already operational)</i>;</p>	
<p>5. Proof of Financial Closing, whichever is available <i>(no need to provide if the power plant is already operational)</i>:</p>	
<p>5.1 For 100% Equity:</p>	
<p>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:</p> <ul style="list-style-type: none"> 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; 	

<ul style="list-style-type: none"> e. Amount of Total project cost; and f. Indicate that it will be financed 100% by the company. 	
<p>5.2 For Loan-Equity Ratio of the total project cost:</p>	
<p>5.2.1 Notarized Certification from the company signed by the President or Treasurer of the Company with the following information:</p> <ul style="list-style-type: none"> 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. 	
<p>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;</p>	
<p>5.3 For Financier of the project</p>	
<p>5.3.1 Notarized Memorandum of Agreement / Loan Term Agreement between the Company and the financier on the amount of Financial Assistance / loan to be provided;</p>	
<p>6. Copy of Securities and Exchange Commission (SEC) Registration/Department of Trade and Industry (DTI) Registration, whichever is applicable:</p>	<p><i>To be provided by the Client</i></p>

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.	
8. Historical Generation GWh for existing and operational power plants (at least 5 years);	
9. Notarized Certificate of Assumption of Accountability (applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company names as the case may be);	
10. Copy of the Power Supply Agreement (PSA) with Off taker/s filed before the ERC / Copy Generation rate application filed before the ERC / Copy of the Board Resolution allowing the filing of the generation rate to ERC/Ancillary Services Purchase Agreement, or any equivalent document;	<i>To be provided by the Client</i>
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;	<i>To be provided by the Client</i>
14.2 Certification of new rated capacity, if applicable; and	

14.3 If the project name / capacity / location in the Certificate of Compliance is different from the one being requested to be endorsed provide certification of the correct project name / capacity / location;				
15. Additional Documents for Renewable Energy Power Projects:				
15.1 Copy of the Certificate of Registration (COR) as Renewable Energy (RE) Developer (developer's name, project name and location indicated should be consistent with the request for COE);				
15.2 Copy of Certificate of Confirmation of Commerciality (COCOC) or Operating Contract (OC), whichever is available, which contains the developer's name, project name, capacity in 3 decimal places, and location indicated should be consistent with the request for COE.				
15.3 DOE approval on the transfer of assignment of Service Contract, Operating Contract, amended documents i.e. COCOC, COR, OC, if applicable;				
15.4 Notice to Proceed from DOE-Renewable Energy Management Bureau with the same Developer name, capacity, project name and location being requested to be endorsed for COE to ERC.		DOE – Renewable Energy Management Bureau		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of Request with complete documents	1.1 EPIMB review of the submitted documents (review of completeness of documentary requirements) supporting documents)		3 Working Days	
2. Waiting on REMB Evaluation if project	2.1 For Renewable Energy Projects, REMB evaluation if			Staff, REMB

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 / assessment whether approved or disapproved. End of process if tagged as disapproved.		3 Calendar Days	<i>Staff, PPDD</i>
	2.3 Uploading of Order of Payment and Letter for Payment.		0.5 Calendar Day	<i>Staff, PPDD</i>
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		<i>Client</i>
	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	<i>Senior SRS and Chief, PPDD</i>
	4.3 Review and endorsement, edit if needed.		1 Calendar Day	<i>Assistant Director, Electric Power Industry Management Bureau</i>
	4.4 Review, approval and signing.		1 Calendar Day	<i>Director, EPIMB</i>
	4.5 Uploading in the EVOSS System of the signed COE to ERC. End of process.			<i>Staff, PPDD</i>
5. Claim signed COE to ERC				<i>Client</i>
Total Number of Days			7 Calendar Days	



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	
Who May Avail:	Distribution Utilities which has an exclusive franchise or is authorized by law to distribute electricity to end-users	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter of request addressed to the DOE Secretary, attention to the Undersecretary for Power and EPIMB Director	All to be provided by Applicant	
2. 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 selecting the two (2) captive consumer representatives;		
2.2 Qualification for the two (2) captive consumer representatives; and		
2.3 Documentary requirements to be submitted by interested applicant to captive customer representation in the TPBAC/Joint TPBAC (i.e. Template of Letter of Intent of Applicant, Template of Resume of Applicant and other documents as required by DU).		
3. DU Board Resolution or Secretary's Certificate approving the proposed selection process for the two (2) captive customer		

representatives to the TPBAC/Joint TPBAC.				
4. Memorandum of Agreement in case of Aggregated DUs intending to convene a Joint TPBAC.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of TPBAC Selection Process application with complete supporting documents.	1.1 Checks the completeness of application with supporting documents		3 Working Days	<i>Staff, Power Planning Development Division</i>
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	
	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	<i>Chief, PPDD</i>

	2.4 Review and signing of memorandum to the Undersecretary for Power endorsing the letter of approval		1 Calendar Day	<i>Asst. Director, EPIMB</i>
	2.5 Review and signing of memorandum to the Undersecretary for Power endorsing the letter of approval		1 Calendar Day	<i>Director, EPIMB</i>
	2.6 Approval of the memorandum and endorsing the letter of approval to the Undersecretary for Power		1 Calendar Day	<i>Assistant Secretary</i>
	2.7 Signing of letter of approval of TPBAC Selection Process	None	1 Calendar Day	<i>Undersecretary</i>
	2.8 Transmittal to EPIMB-PPDD of signed letter of approval of TPBAC Selection Process		0.5 Calendar Day	<i>Office of Undersecretary</i>
	2.9 Release / Uploading of signed letter of approval of TPBAC Selection to DU / Update EVOSS status of DU application. End of process.		0.5 Calendar Day	<i>PPDD Assigned Staff</i>

3. Claims signed letter of approval of TPBAC Selection Process				<i>Client</i>
Total Number of Days		9 Calendar Days		



Electric Power Industry Management Bureau (Power Market Development Division)

External Services



Issuance of Clearance for Direct Connection to the Grid

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

- Existing proof of connections with Distribution Utility				
10. Duly accomplished application online form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online submission of COMPLETE documentary requirements	1.1 Checking of completeness of application with documentary requirements		3 Working Days	<i>Staff, PMDD-EPIMB</i>
	1.2 Encoding/Updating of the EVOSS System			
	1.3 Site inspection		7 Calendar Days	<i>PMDD-EPIMB</i>
	1.4 Review and evaluation of the application		18 Calendar Days	
	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	<i>Office of the Director and Asst. Director Director, EPIMB</i>
	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	<i>Assistant Secretary of EPIMB</i>
	1.7 Review and signing of the Complete Staff Work and		3 Calendar Days	<i>Power Legal Services</i>

	memorandum to Secretary endorsing the EPIMB's recommendation on the application			
	1.8 Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		5 Calendar Days	<i>Assistant Secretary of the Legal Services</i>
	1.9 Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application		3 Calendar Days	<i>Undersecretary of EPIMB</i>
	1.10 Secretary's Approval or Disapproval of the EPIMB's recommendation/s signing of the decision letter		6 Calendar Days	<i>Secretary</i>
	1.11 Transmittal to EPIMB of the signed decision letter			<i>Staff, Office of the Secretary</i>
	1.12 Informing the applicant of the decision/uploading the decision letter in EVOSS/ ending the process		1 Calendar Day	<i>Staff, PMDD-EPIMB</i>
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 Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Qualified Third Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to the EPIMB Director		Applicant		
2. Company Profile				
3. Project Background/Description to include at least the following:				
3.1 Name of the generating facility;				
3.2 Nameplate Capacity (including photographs of nameplate attached to the machine);				
3.3 Exact Location;				
3.4 Target Commercial Operation; and		Distribution Utility or National Power Corporation		
3.5 Jobs Generated (During Construction and During Operation)		Applicant		
4. Copy of Resolution of Award of the QTP BAC duly signed by the QTP BAC Chairperson				
5. Copy of QTP Service Contract				
Additional for ERC COC Renewal:				
1. Copy of the ERC Certificate of Compliance (COC);				
2. Certification of new rated capacity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request with complete documents	1.1 Review of submitted documents and check completeness of requirements		1 Working Day	Staff, Rural Electrification Administration and Management Division

	Additional for RE Projects:			
	1.1 REMB evaluation if the applicant is qualified		4 Calendar Days	<i>Assigned Staff, REMB</i>
	1.2 Issued Notice to Proceed		1 Calendar Day	
	1.2 Evaluation and assessment of the documents		3 Calendar Days	<i>Assigned Staff, REAMD</i>
2. Payment	2.1 Upload Order of payment	Minimum of Php 500.00 (less than 1MW)	1 Calendar Day	<i>REAMD assigned staff</i>
	2.2 Process Payment	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	<i>Collection Officer, Treasury Division</i>
	2.3 Validation of payment (If payment is insufficient, application will be terminated and applicant may request for refund.		1 Working Day	<i>Staff, REAMD</i>
	2.4 Prepare the QTP-COE			<i>Staff, REAMD</i>
	2.5 Review and endorse the QTP-COE		3 Calendar Days	<i>Chief, REAMD</i>

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

**ENERGY UTILIZATION MANAGEMENT BUREAU
(EUMB)**



SUMMARY

Energy Utilization Management Bureau (EUMB)

PROCESS	DURATION	TRANSATION CLASSIFICATION
EXTERNAL SERVICES		
Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
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
Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
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
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 – Preliminary Energy Audit	7 Working Days	Complex
2. Energy Audit Services – Virtual Preliminary Energy Audit	7 Working Days	Complex
3. Processing of Energy Audit Services: Detailed Energy Audit	20 Working Days	Highly Technical



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

External Services



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

Office or Division	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification	Simple	
Type of Transaction	Government-2-Citizen, Government-2-Business	
Who May Avail	Dealers, Distributors, Importers, and Manufacturers of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. 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	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)	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 of Bureau of Internal Revenue Registration	Bureau of Internal Revenue (BIR)	
5. Duly accomplished Application for Company Registration under the	PELP Online Registration Portal or from EPRED	

Philippine Energy Labeling Program for Energy Consuming Products (PELP IG Appendix A)		Applicant		
6. Duly accomplished Undertaking to abide the Terms and Conditions of PELP (PELP IG Appendix B)				
7. Letter of Authorization for PELP Compliance Representative (PELP IG Appendix C)				
8. Product Sales Inventory Report (PELP IG Appendix D)				
CLIENT STEPS	AGENCY ACTIONS	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.		1 Working Day	<i>DOE – EPRED PELP Evaluator I or II</i>
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		
3. Applicant shall submit online the following duly accomplished documents to DOE through PELP Online Application Portal: <ul style="list-style-type: none"> • 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	<i>DOE – EPRED PELP Evaluator II and III</i>

	3.2 If submitted documents are incomplete and/or incorrect, the DOE-EPRED notifies applicant of the required document and/or data.			
	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.			
Total Number of Days		3 Working Days		



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			
Type of Transaction	Government-2-Citizen / Government-2-Business			
Who May Avail	Dealers, Distributors, Importers, and Manufacturers of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Energy Label Issuance		PELP Online Registration Portal or from EPRED		
2. Official Receipt / Certificate of Payment		DOE-Treasury Division		
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.		1 Working Day	DOE – EPRED PELP Evaluator I or II
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		
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				
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-Citizen / Government-2-Business	
Who May Avail	Dealers, Distributors, Importers, and Manufacturers of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Test Reports from a testing laboratory	Testing laboratories: <ol style="list-style-type: none"> Duly accredited by signatories to ILAC / APLAC (may be 3rd-party / Company-owned) Duly accredited and recognized by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) If the Philippines is a signatory of the mutual recognition of those facilities internationally Company-owned or third-party laboratories that are ISO 17025-accredited or PS-Certified
	2. Product Specification (with photos)	Applicant
	3. Duly accomplished Product Registration Form	PELP Online Registration Portal or from EPRED
	4. Declaration of generic models (PELP IG Appendix E) – applicable for appliances only	

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 the PELP Online Registration Portal	1.1 DOE-EPRED issues an OoP to the applicant via email.	None	1 Working Day	<i>DOE – EPRED PELP Evaluator I or II</i>
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		
3. Applicant shall submit online the following duly accomplished documents to DOE through the PELP Online Registration Portal: <ul style="list-style-type: none"> • 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.	None	6 Working Days	<i>DOE – EPRED PELP Evaluator II and III</i>
	3.2 If submitted documents are incomplete, the DOE-EPRED notifies applicant of the required document			

	and/or data for re-submission.			
	3.3 If evaluated as complete and correct, DOE-EPRED approves the Product Registration for inclusion to the Product Registry. DOE-EPRED informs applicant of the approval of application.			
Total Number of Days		7 Working Days		



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

External Services



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.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Energy Service Companies (ESCO) seeking accreditation for professional services to DOE for the first time that meets the minimum of requirements on legal and technical capacity.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website
2.	Certified True Copies of the Documents on Corporate Personality	Applicant
3.	For sole proprietorship entity, the following documents are required: <ul style="list-style-type: none"> i. Business registration ii. Business permits 	
4.	For corporate, partnership and joint venture entities, the following are the requirements, as applicable: <ul style="list-style-type: none"> i. Business registration ii. Business permits iii. SEC registration iv. Articles of incorporation 	
5.	Company Profile/Background (Annex B)	Form can be secured from the DOE website
6.	Company Ownership/Management which includes list of names of officers, personnel and their position in the company including energy	

auditors, and the organizational structure (Annex C)		Order of payment can be secured from EPMPD		
7. List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. Proof of payment of the Application Fee				
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)	N / A	1 Working Day	<i>Records Officer, RMD</i>
	1.2. EUMB OD receives the application and endorses to EPMPD for assessment			<i>Staff, EUMB-OD</i>
	1.3. EPMPD assesses the completeness of the submitted documents			<i>Chief, Supv. SRS, Sr. SRS, SRS II, SRS I EPMPD</i>
2. Submit the needed documents	2.1. EPMPD notifies the applicant if the submitted documents are not complete.		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
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	<i>Staff, EPMPD</i>
	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	<i>EPMPD; LS</i>

4. Make Corrective Action	4.1. EPMPD notifies client if the application failed the Technical or the Legal evaluation.		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
	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	<i>Staff, EPMPD, EUMB - OD</i>
5. Acceptance of the Certificate of Registered ESCO	5.1. EUMB - EPMPD issues the Certificate of Registered ESCO to the applicant			<i>Staff, EPMPD</i>
Total Number of Days			7 Working Days	

**Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.*



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-Business			
Who May Avail	Duly certified individuals who satisfy the requirements under the Department Circular 2021-01-0001.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CEA Application Form (CEA Form A)		Form can be secured from the DOE website		
2. Endorsement Letter from the Company with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant d. Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president		CLIENT / APPLICANT		
3. Curriculum Vitae of applicant				
4. Certified True Copy of license from the Professional Regulatory Commission (if applicable)				
5. Certified True Copy of the Certificate of Completion from the DOE Recognized Training Institution with Training Reference Number				
6. Company Background				
7. Company Ownership/Management		Order of payment can be secured from EPMPD		
8. Proof of payment of the Application Fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

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

**Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.*



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.

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Complex	
Type of Transaction	Government-2-Business	
Who May Avail	Duly certified individuals who satisfy the requirements under the Department Circular 2021-01-0001.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. CECO Application Form (CECO Form A)	Form can be secured from the DOE website	
2. Endorsement Letter from the Company with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant d. Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president	Client / Applicant	
3. Curriculum Vitae of applicant		
4. Certified True Copy of license from the Professional Regulatory Commission (if applicable)		
5. Certified True Copy of the Certificate of Completion from the DOE Recognized Training Institution with Training Reference Number		
6. Certification from the company/office on at least two (2) years of continuous hands-on experience in the installation, operation, and maintenance of energy-consuming machines and equipment in the facilities with energy consumption for Type 1 Designated Establishments		
7. Company Background		

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

*Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.



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-Business	
Who May avail	Duly certified individuals who satisfy the requirements under the Department Circular 2021-01-0001.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. CEM Application Form (CEM Form A)	Form can be secured from the DOE website	
2. Endorsement Letter from the Company with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant d. Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president	CLIENT / APPLICANT	
3. Curriculum Vitae of applicant		
4. Certified True Copy of license from the Professional Regulatory Commission (if applicable)		
5. Certified True Copy of the Certificate of Completion from the DOE Recognized Training Institution with Training Reference Number		
6. Certification from the company/office on at least two (2) years of continuous hands-on experience in the installation, operation, and maintenance of energy-consuming machines and equipment in the facilities with energy consumption for Type 1 Designated Establishments		
7. Company Background		

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

*Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.



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)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance or results-based projects savings experience and with proven customer experiences.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website
	2. Certified True Copies of the Documents on Corporate Personality	Applicant
	3. For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits	
	4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. Business registration ii. Business permits iii. SEC registration iv. Articles of incorporation	
	5. Company Profile/Background (Annex B)	Form can be secured from the DOE website
	6. Company Ownership/Management which includes list of names of officers, personnel and their position in the	

company including energy auditors, and the organizational structure (Annex C)		Applicant		
7. List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E)				
9. Audited financial statement in the last two (2) years				
10. 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 Required Documents to DOE Records Management Division (RMD)	1.1. RMD endorses the application documents to EUMB Office of the Director (OD)	N / A	1 Working Day	<i>Records Officer, RMD</i>
	1.2. EUMB-OD receives the application and endorses to EPMPD for assessment		1 Working Day	<i>Staff, EUMB - OD</i>
	1.3. EPMPD assesses the completeness of the submitted documents		<i>Chief, Supv. SRS, Sr. SRS, SRS II, SRS I EPMPD</i>	
2. Submit the needed documents	2.1. EPMPD notifies the applicant if the submitted documents are not complete.		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
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	<i>Staff, EPMPD Treasury</i>
	3.2. Simultaneously, EPMPD conducts technical evaluation,		7 Working Days	<i>EPMPD LS FS</i>

	endorses the legal evaluation to Legal Services (LS), and endorses financial review to Financial Services (FS) of the ESCO application	N / A		
4. Make Corrective Action	4.1. EPMPD notifies client if the application failed the Technical, Legal and Financial evaluation.		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
	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	<i>EPMPD Office of the Secretary</i>
5. Acceptance of the Certificate of Registered ESCO	5.1. EUMB - EPMPD issues the signed Certificate of Certified Registered ESCO to the applicant.			<i>Staff, EPMPD</i>
Total Number of Days		20 Working Days		

**Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.*



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 Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Energy Service Companies (ESCOs), Companies with self-financed Energy Efficiency Projects, Third Party Project Developer (TPPD)/Project Special Purpose Vehicle (SPV)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For Energy Service Company (ESCO) Initiated Project	
	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. Copy of DOE issued Certificate of Registered ESCO or Certified ESCO	Applicant
	4. Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor	
	5. Project Profile (Annex C)	Form can be secured from the DOE website
	6. Copy of Project Contract or Energy Saving Performance Guarantee 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
6. 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: 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		
6. 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.		
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)	N / A	1 Working Day	<i>Records Officer, RMD</i>
	1.2. EUMB-OD receives the application and endorses to EPMPD for assessment		1 Working Day	<i>Staff, EUMB OD</i>
	1.3. EPMPD assesses the completeness of the submitted documents		<i>Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD</i>	
2. Submit the needed documents	2.1. EPMPD notifies the applicant if the submitted		<i>Processing time of the application will</i>	<i>Staff, EPMPD</i>

	documents are not complete.		<i>be placed on-hold</i>	
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.	₱12,000.00 for simple EE projects. ₱25,000.00 for complex EE projects.	1 Working Day	Staff, EPMPD Treasury
	3.2. EPMPD conducts technical evaluation		15 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
4. One-time re application after denial	4.1. EPMPD notifies client if the application failed the technical evaluation.		<i>Processing time of the application will be placed on-hold</i>	Staff, EPMPD
	4.2. EPMPD notifies client and prepares the certificate of endorsement to BOI if the application passed the technical evaluation	N / A	1 Working Day	Staff, EPMPD Staff, EUMB-OD
	4.3. Signs the Certificate of Endorsement		1 Working Day	Director, EUMB-OD
	4.4. Transmits the Endorsement to BOI			Staff, EPMPD EUMB-OD
Total Number of Days			20 Working Days	

**Processing time of the application will be placed on-hold until completion of the required documents and payment for the said processing.*



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 requesting endorsement to DTI-BOI			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter to DOE-EUMB for BOI Endorsement		Proponent		
2. Proof of project sustainability that includes, but not limited to, fiscal cost-benefit analysis, projected financial statements, company information and business model.				
3. DTI Registration		Department of Trade and Industry (DTI)		
4. Local Business Permit		LGU		
5. Environmental Compliance Certificate		Department of Environment and Natural Resources (DENR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receives, records and endorses request		1 Working Day	<i>Office of the Director, EUMB</i>
	1.2 Screens and endorses request to Supervising Science Research Specialist (SRS)		3 Working Days	<i>Division Chief, AFETD</i>
	1.3 Assesses request and delegates to technical staff			<i>Supervising SRS, AFETD</i>
	1.4 Assesses completeness of the documents. For incomplete documents, notifies the applicant to resubmit application			<i>Technical Staff (Senior SRS), AFETD</i>
	1.5 Prepares Evaluation Report and		10 Working Days	<i>Technical Staff, AFETD</i>

		endorses the letter for Supervisor's review and approval. For further clarification of the project, the Applicant will be notified and requested to present the project			
	1.6	Validates report and endorses to the Chief SRS		2 Working Days	<i>Supervising SRS, AFETD</i>
	1.7	Reviews validation report and recommends for the Director's approval of BOI Endorsement		2 Working Days	<i>Division Chief, AFETD</i>
	1.8	Reviews and approves the BOI Endorsement		2 Working Days	<i>Director, EUMB</i>
	1.9	Records and transmits the Endorsement			<i>Office of the Director, EUMB</i>
	1.10	Sends feedback form to the client			<i>Staff, AFETD</i>
Total Number of Days				20 Working Days	



**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-Government			
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 REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Required Document Checklist		DOE EPSMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to provide assistance during EPSMD's conduct of energy audit	1.1 EPSMD conducts the Energy Audit	None	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		1 Working Day	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	<i>Staff, EPSMD</i>
Total Number of Days		7 Working Days		



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-Government			
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 REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Required Document Checklist		DOE-EPSMD		
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	N / A	<i>Note: This is conducted prior to the virtual energy audit.</i>	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		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

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



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-Government			
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	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to provide assistance during EPSMD's conduct of energy audit	1.1 EPSMD conducts the Energy Audit	None	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		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			

**ENERGY POLICY AND PLANNING BUREAU
(EPPB)**



SUMMARY

Energy Policy and Planning Bureau (EPPB)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL SERVICES		
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
Policy 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

^c 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

Office or Division:	Planning Division (PD)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Business, Government to Government			
Who May Avail:	All Energy Proponents / Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form & Letter		EICC Secretariat		
Power Plants, Transmission & Distribution Networks				
2. System Impact Study (SIS)		Electric Power Industry Monitoring Bureau (EPIMB)		
3. Engineering Procurement Contract (EPC)				
4. Competitive Selection Process (CSP) (not applicable for Merchant Plants)				
5. Certificate of Endorsement (COE)				
6. Proof of Financial Closing		Client		
7. Power Supply Agreement or Philippine Electricity Market Corporation (PEMC) Registration for Merchant Plants		Energy Regulatory Commission		
Gas Projects				
8. Notice to Proceed (NTP)		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	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Inform the project proponent if the application was accepted or denied / deferred due to incomplete submission of documents		2 Working Days	<i>EICC Secretariat</i>
Total Number of Days		3 Working Days		



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

Office or Division:	Planning Division (PD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business, Government-2-Government			
Who May Avail:	All Energy Proponents / Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form & Letter		EICC Secretariat		
2. Service Contract (RE Projects)		Department of Energy – Renewable Energy Management Bureau		
3. Operating Contracts & Feedstock Supply Agreement (MOA, MOU etc.) for Biomass Projects				
4. Service Contract (Oil Projects)		Department of Energy – Energy Resource Development Bureau		
5. Coal Operating Contracts for Coal Projects				
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	None	1 Working Day	<i>Records Officer, Records Management Division</i>
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		2 Working Days	<i>EICC Secretariat</i>
Total Number of Days		3 Working Days		



Data Request Process^b

Office or Division:	Planning Division (PD)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Government / Government-2-Citizen				
Who May Avail:	Students, Researchers, Government and other entities				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Letter / Email of Request for Energy Data		EPPB – Office of the Director			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of request for energy data	1.1 Record the received documents in Energy Application Monitoring System (EAMS)	None	0.5 Working Day	<i>EPPB – OD and Records Management Division</i>	
a. Online					
b. Walk-in					
c. Printed Documents (already secured with RFID in Records Division)	1.2 Receive Data Request / Record to Logbook / Electronic Data Monitoring System (EDMS)		6 Working Days		<i>Staff, Panning Division</i>
	1.3 Screen / Endorse to Staff				<i>Division Chief</i>
	1.4 Gather and Process the data requested				<i>Supv. Science Research Specialist / Technical Staff</i>
	1.5 Review / Endorse for Approval of Output				<i>Division Chief</i>
	1.6 Approve the Output (as necessary)	0.5 Working Day			<i>Director, EPPB</i>
	1.7 Record / Transmit the Output (Logbook / EDMS)		<i>Clerk / Concerned Staff</i>		
Total Number of Days		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 Research Division (PFRD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government / Government -2-Citizen / Government-2-Business			
Who May Avail:	Government Agencies, Academe and other Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party	Policy Formulation and Research Division			
2. Specific industry data / Statistics / information needed				
3. Intended use of data / statistics / information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	1.1 Submit Data Request	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	<i>Records Officer, Records Management Division</i> <i>Office of the Director, Energy Policy and Planning Bureau</i>
	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			
	1.4 Receives data request by the			<i>Clerk, PFRD</i>

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

¹Data available with PFRD

²Included personal messages through text message, viber and messenger from the researchers

³If the level of approval is director level, the DC is the endorser

⁴if 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 Agencies, Academe and other Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party		Policy Formulation and Research Division		
2. Specific industry data / Statistics / information needed				
3. Intended use of data / statistics / information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	1.1 Submission of Data Request	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	<i>Records Officer, Records Management Division</i> <i>Office of the Director, Energy Policy and Planning Bureau</i>
	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			

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

⁵Data requested need further research, processing and analysis

⁶Included personal messages through text message, viber and messenger from the researchers

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

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)

^dData requested need further processing and analysis



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-Government			
Who May Avail:	Other DOE Bureaus / Offices / Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		EPPB - Office of the Director		
1. Name and address of requesting party				
2. Specific industry data / Statistics / information needed				
3. Intended use of data / statistics / information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request for statistics / information / related to energy	1.1 Information request	None	0.5 Working Day	<i>Focal Person, Office of the Director</i>
	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			<i>Clerk</i>
1.4 Receive data / information request by the unit/s and record to				

	logbook / EDMS			
	1.5 Screen data request / Endorse to Staff		2 Working Days	<i>Chief SRS</i>
	1.6 Process requested data / information			<i>Supervising SRS / Technical Staff</i>
	1.7 Review / Endorse for approval of output			<i>Chief SRS</i>
	1.8 Approve the output (if necessary)		0.5 Working Day	<i>Director, EPPB</i>
	1.9 Record / Transmit of output (Logbook/EDMS)			<i>Clerk / Concerned staff</i>
Total Number of Days		3 Working Days		

° 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			
Type of Transaction:	Government-2-Government			
Who May Avail:	Other DOE Bureaus / Offices / Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party				
2. Specific industry data / Statistics / information needed				
3. Intended use of data / statistics / information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request for statistics / information / related to energy	1.1 Information request	None	0.5 Working Day	<i>Staff, EPPB-OD</i>
	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		6 Working Days	<i>Staff, EPPB</i>
1.4 Receive data / information request by the unit/s and record to				

	logbook / EDMS			
	1.5 Screen data request / endorse to staff			<i>Chief SRS</i>
	1.6 Process requested data / information			<i>Supv. Science Research Specialist / Technical Staff</i>
	1.7 Review / endorse for approval of output			<i>Chief SRS</i>
	1.8 Approve output (if necessary)			<i>Director, EPPB</i>
	1.9 Record / Transmit of output (Logbook / EDMS)		0.5 Working Day	<i>Clerk / Concerned staff</i>
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}

Office or Division:	Energy Policy and Planning Bureau (EPPB)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Other DOE Bureaus / Offices / Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party				
2. Specific industry data / Statistics / information needed				
3. Intended use of data / statistics / information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request for statistics / information related to energy	1. Information request		0.5 Working Day	Staff, EPPB-OD
	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			
1.4 Receive data / information request by the unit/s and record		18 Working Days	Staff, EPPB	

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

^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
EXTERNAL SERVICES		
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)		
1. Issuance of Geological / Chemical Laboratory Test Report	12 Working Days	Highly Technical
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		
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Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)		
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1. Issuance of Geological / Chemical Laboratory Test Report	12 Working Days	Highly Technical
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**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 REQUIREMENTS		WHERE TO SECURE		
1. GRFTL-SF-1		GRFTL Office of the Division Chief		
2. Customer Feedback Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory Section</i>
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			<i>Note:</i> ➤ <i>Geothermal Coal Section - coal and geothermal water samples</i>
	1.3 Issues Request for Laboratory Services Billing			➤ <i>Processed Fuels Section - petroleum and biofuel samples</i> ➤ <i>Geology Section-</i>

				<i>rock samples</i> ➤ <i>Oil and Gas Section - geothermal gas, biogas or synthesis gas</i>
2. Payment of Laboratory Service Fee	2.1 Issues the Official Receipt for testing fee	Refer to DOE schedule of fees and charges		<i>Cashier, Treasury Division</i>
3. Issuance of Work Order (GRFTL-SF-3)	3.1 Dispatches GRFTL-SF-3 to the assigned GRFTL Section	None	0.5 Working Day	<i>GRFTL Staff & Chief SRS, GRFTL</i>
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		10 Working Days	<i>GRFTL Staff and GRFTL Chief SRS, GRFTL</i>
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	<i>Director, ERTLS</i>
6. Release of Test Report	6.1 Receives copy acknowledged by the customer		0.5 Working Day	
Total Number of Days		12 Working Days		

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

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12 samples)	additional 3 days for every 3 samples in excess of 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
<i>(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)</i>	
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.



**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, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Validation Request Form / Validation of Energy Labels Form		DOE-ERTLS-LATL-AES		
2. Approved Order of Payment (1 copy)		DOE-ERTLS-LATL-AES		
3. Validation Fee/s		Client		
4. Official Receipt for payment of validation fee/s (1 copy)		DOE Treasury		
5. Test Report / Inspection Report (Generic / Exemption) / Revised Rating Report (1 copy)		Third party laboratory and DOE-ERTLS-LATL-AES		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 http://www.latl.wattmatters.org.ph to request for online validation and inputs their product details. Note: New clients need to do one-time registration to http://www.latl.wattmatters.org.ph prior requesting for online validation of energy label.	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	None	0.5 Working Day (for online and manual validation)	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory
	1.2 For online validation LATL staff logs on http://www.latl.wattmatters.org.ph			

<p>For manual 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, 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.</p>	<p>h and receives online request for validation</p>			
<p>2. For online and manual validation, customer prints validation request form or accomplished validation of energy labels form and proceeds to LATL office for issuance of Order of Payment (OoP).</p> <p>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</p> <p>For manual validation, customer may send accomplished validation of energy form through email so that they do not need to proceed to LATL Office</p>	<p>2.1 LATL staff receives the form then prepares and generate the OoP</p>			
<p>3. Payment of validation fee/s to DOE Treasury</p>	<p>3.1 DOE-Treasury issues Official Receipt</p> <p>For manual validation, LATL staff copies the OoP number</p>	<p>Php 200.00 per model</p>	<p>0.5 Working Day (for online and manual validation)</p>	<p><i>Cashier, Treasury Division</i></p>

	<p>and OR number to validation of energy labels form</p> <p>3.2 For online validation, LATL staff files the printed validation request form, official receipt, and order of payment</p> <p>For manual validation, LATL staff copies the Oop Number and OR Number to validation of energy labels form</p> <p>3.3 For manual validation, LATL staff assigns control number to the validation of energy labels form</p>			
<p>4. For online and manual validation, wait for the completion of service.</p> <p>For online validation, if there is a correction in the details, customer resubmits the corrected validation request form to LATL through email or phone call.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column.</p> <p>b. Wait for DOE-LATL's advice/notice for the</p>	<p>4.1 For online and manual validation, LATL staff validates the prototype energy label</p> <p>4.1 For online validation, if prototype energy label is for correction, LATL staff informs customer of correction. LATL staff files the document with error/correction.</p>	<p>Corresponding fees should already have been paid in step 2</p>	<ul style="list-style-type: none"> • For Air Conditioner – 5 prototype energy labels per day • For Refrigerator – 5 prototype energy labels per day 	<p><i>SRS / SRA / Lab Tech. II, LATL</i></p>

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)	<i>Sr. SRS / Supervising SRS, LATL</i>
	4.3 Approves the energy label		0.5 Working Day (for online and manual validation)	<i>Chief SRS, LATL</i>
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)	<i>SRS / SRA / Lab Tech. II, LATL</i>
	5.2 LATL staff reviews and recommends approval of the corrected energy label		0.5 Working Day (for manual validation)	<i>Chief SRS, LATL</i>
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)	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
Total Number of Days		Online Validation – 3 Working Days Manual 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 Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter from Client (1 copy)		To be submitted by the client to DOE-LATL		
2. Service Request Form (1 copy)		DOE-ERTLS-LATL-AES		
3. Inspection Sample/s		To be submitted by the client to DOE-LATL		
4. Approved Order of Payment (1 copy)		DOE-ERTLS-LATL-AES		
5. Inspection Fee/s		Client		
6. Official Receipt for payment of inspection fee (1 copy)		DOE Treasury		
7. Individual Inspection Report from Third Party Laboratory (1 copy)		Third Party Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.	N / A	0.5 Working Day	<i>Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory</i>
	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			

	generic models. If there is no base model report, client will bring the actual base model unit to LATL upon inspection.			
	1.4 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	N / A	0.5 Working Day	
3. Submission of SRF to DOE-LATL	3.1 Checks and approves the SRF			<i>Chief SRS, LATL</i>
	3.2 Prepares and generates order of Payment			<i>SRS / SRA / Lab Tech. II, LATL</i>
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.	4.1 Receives and inspects sample/s			<i>SRS / SRA / Lab Tech. II, LATL</i>
5. Payment of Inspection Fee/s to DOE Treasury	5.1 DOE-Treasury issues official receipt	Php 600.00 per model		<i>Staff, Treasury Division</i>
6. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	6.1 Photocopies OR and other documents for filing	None		<i>SRS / SRA / Lab Tech. II, LATL</i>
7. Wait for the inspection to finish. Sign and conform 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	<ul style="list-style-type: none"> • Inspection of Air Conditioners – 5 units per 1 Working Day • Inspection of Refrigerators - 5 units per 1 Working Day 	<i>SRS / SRA / Lab Tech. II, LATL</i>

	<p>7.2 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.</p>		<ul style="list-style-type: none"> • Inspection of Clothes Washer – 5 units per 1 Working Day • Inspection of Television – 5 units per 1 Working Day 	
	<p>7.3 If generic model is the same as its base model, client will sign and conform to the Inspection Forms.</p> <p>Note: If found not generic to base model, LATL staff will inform the client.</p>			
	<p>7.4 If unit is requested for inspection of exempted product, LATL staff verifies if it is exempted or not.</p> <p>Note: If found not to be exempted, LATL staff informs the client.</p>			
8. 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	<i>SRS / SRA / Lab Tech. II, LATL</i>

<p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column</p> <p>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.</p>	<p>8.2 Prepares and approves the summary matrix of individual inspection report. Prepares the transmittal letter.</p>	<p>been paid in step 5</p>		<p><i>Sr. SRS / Supervising SRS, LATL</i></p>
	<p>8.3 Approves and signs transmittal letter</p>			<p><i>Chief SRS / Director, LATL</i></p>
<p>9. Claim inspection report and retrieve inspection sample at DOE-LATL</p>	<p>9.1 Inspects report/s ready for release</p>	<p>N / A</p>		<p><i>SRS / SRA / Lab Tech. II, LATL</i></p>
<p>Total Number of Days</p>		<p>5 Working Days</p>		



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, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 copy of Test Report from third party laboratory		Third party laboratory		
2. 1 copy of Service Request Form		DOE-ERTLS-LATL-AES		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up of Service Request Form (SRF) to DOE-LATL	1.1 Receives test report from third party laboratory	None	0.5 Working Day	<i>Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory</i>
	1.2 Assists client in filling up SRF			
2. Submission of SRF to DOE-LATL	2.1 Checks and approves the SRF			None
3. Wait for the completion of service. Note: a. Please refer to the corresponding days in the	3.1 Prepares for the discussion of result	None	0.5 Working Day	
	3.2 If the received test report is erroneous, LATL informs third party			

<p>“Processing Time” column.</p> <p>b. Wait for DOE-LATL’s advice/notice for the issuance / releasing of Discussion of Result. The client may also call DOE-LATL for updates on the status of service.</p>	laboratory for corrective action		models per 2 working day	
	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			
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 10GΩ), Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Equipment for calibration, accessories, manual		To be submitted by the client to DOE-LATL		
2. 1 copy of Calibration Service Request		DOE-ERTLS-LATL-CIC		
3. 1 copy of Approved Order of Payment		DOE-ERTLS-LATL-CIC		
4. Calibration Fee/s		Client		
5. 1 copy of Official Receipt for payment of calibration fee		DOE Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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 Note: During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE-LATL-	N / A	0.5 Working Day	<i>Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory</i>

	CIC will not process the service request and decline from calibrating the equipment.			
2. Fill up and submission of Calibration Service Request in DOE-LATL	2.1 Assist client in filling up Calibration Service Request			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
	2.2 Checking and approval of Calibration Service Request			<i>SRS, LATL</i>
	2.3 Preparation and generation of Order of Payment (OoP)			<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<p>3. Payment of calibration fee/s to DOE Treasury</p>	<p>3.1 DOE Treasury to issue official receipt</p>	<p>Note: <i>Electrical calibration – 5 points per parameter</i></p> <p><i>Temperature calibration – 5 points</i></p> <ul style="list-style-type: none"> ➤ 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 AC/DC Voltmeters Php 1,950.00 • Calibration of each additional point for AC/DC Voltmeters Php 390.00 ➤ Calibration of AC/DC Ammeters Php 2,100.00 • Calibration of each additional point for AC/DC Ammeters Php 420.00 ➤ Calibration of Ohmmeter Php 1,950.00 	<p>0.5 Working Day</p>	<p><i>Collection Officer, Treasury Division</i></p>
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		<ul style="list-style-type: none"> • Calibration of each additional temperature point for Liquid-in-Glass (LIG) Php 600.00 • Thermometer / RTD / Thermocouple Php 390.00 		
4. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	4.1 Photocopy OR and other documents for filing	N / A		<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>

<p>5. Wait for the completion of calibration services.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column.</p> <p>b. Wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.</p>	5.1 Conduct of calibration	<p>Corresponding fees should already have been paid in step 3 according to the type of appliance / testing / service requested</p>	<p>Electrical Instruments</p> <ul style="list-style-type: none"> • DPM – 1.5 Working Days (5 points per parameter) • DMM – 1.5 Working Days (5 points per parameter) • AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) • AC/DC Ammeters – 1.5 Working Days (5 points per parameter) • Ohmmeter – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter) • Clamp Meter – 1.5 Working Days (5 points per parameter) <p>Temperature Instruments</p> <ul style="list-style-type: none"> • 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 	<p><i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i></p>
	5.2 Computation of uncertainty of measurement		1.5 Working Days	SRS I / SRS II / Sr. SRS, LATL
	5.3 Preparation of calibration certificate		1 Working Day	SRS II / Sr. SRS, LATL

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



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-Citizen, Governmen-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.	1 copy of Service Request Form (SRF)	DOE-ERTLS-LATL-LOD		
2.	Test Sample/s	To be submitted to LATL-LOD by the client		
3.	1 copy of Approved Order of Payment	DOE-ERTLS-LATL-LOD		
4.	Testing Fee/s	Client		
5.	1 copy of Official Receipt for payment of testing fee	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/s	N / A	0.5 Working Day	<i>Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory</i>
	1.2 Receives test sample/s			
2. Fill up Service Request Form (SRF)	2.1 Assists client / Gives assistance if needed	N / A		<i>Lab. Tech II / SRS / Supervising SRS / Chief SRS, LATL</i>
	2.2 Approves the SRF			

	2.3 Prepares and generates the Order of Payment (OoP)			
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<p>3. Pay testing fee/s at DOE Treasury</p>	<p>3.1 DOE-Treasury issues official receipt</p>	<ul style="list-style-type: none"> • Goniophotometry – Php 11,600.00/sample • Spherephotometry/ Lighting Products and Other Devices Electrical Measurements – 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 Fluorescent Lamps and LED lamps lumen maintenance – 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 	<p>0.5 Working Day</p>	<p><i>Collection Officer, Treasury Division</i></p>
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		<p>13,480.00/ batch</p> <ul style="list-style-type: none"> • 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 		
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		<p>8,400.00/ batch</p> <ul style="list-style-type: none"> ● 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 		
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4. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	4.1 Photocopies OR and other documents for filing	N / A		<i>Lab. Tech II / SRS, LATL</i>
5. Wait for the completion of services of product being tested. 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 Test Report/s. The client may also call DOE-LATL for updates on the status of service.	5.1 Conducts Test	Corresponding fees should already have been paid in step 3 according to the type of appliance / testing / service requested	1 Working Day / sample	<i>Lab. Tech II / SRS, LATL</i>
	5.1.1 Electrical and photometric characteristics of Omni-directional light sources zero ageing		5 Working Days / sample	
	5.1.2 Electrical and photometric characteristics of Omni-directional light sources initial rating test with 100 hours ageing		91 Working Days / batch	
	5.1.3 2,000 hours lumen maintenance test for fluorescent lamps		1 Working Day / sample	
	5.1.4 Electrical and photometric characteristics luminaires		1 Working Day / sample	
	5.1.5 Electrical and photometric characteristics Roadway / Streetlights		6 – 18 Working Days / batch (No. of days is dependent on the rated life of the test sample)	
	5.1.6 Endurance Test – Supply Switching Test (SST)		42 Working Days / batch	
	5.1.7 Endurance Test			

	–Temperature Cycling Test (TCT)			
	5.1.8 LED lamps lumen maintenance		157 to 250 Calendar Days	
	5.1.9 Electrical Measurements (Other Electrical Devices)		7 Working Days/ sample	
	5.2 Prepare and generate Test Report/s		3 Working Days	Sr. SRS / Supv. SRS, LATL
	5.3 Review and Approve Test Report/s, and prepares transmittal letter			Chief SRS / Director, LATL
	5.4 Approves and signs the transmittal letter			Lab. Tech II / SRS, LATL
6. Claim Test Report and retrieve test sample at DOE-LATL	6.1 Test Report ready to be released (Informs /Notifies client)	None		
Performance Tests		Total Number of Days		
Electrical and photometric characteristics of Omni-directional light sources zero ageing		5 Working Days		
Electrical and photometric characteristics luminaires		5 Working Days		
Electrical and photometric characteristics Roadway/Streetlights		5 Working Days		
Electrical a photometric characteristics of Omni-directional light sources initial rating test with 100 hours ageing		9 Calendar Days		
Endurance Test – Supply Switching Test (SST)		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		157 to 250 Calendar Days/batch		

Electrical Measurements (Other Electrical Devices)	7 Working Days/ sample
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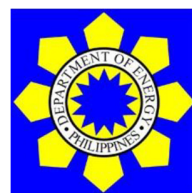
Issuance of Energy Performance Test Report for Appliance and Equipment

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.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen / Government-2-Government / Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Request Form (SRF) (1 copy)		DOE-ERTLS-LATL-AES		
2. Test Sample/s		To be submitted by the client to DOE-LATL-AES		
3. Approved Order of Payment (1 copy)		DOE-ERTLS-LATL-AES		
4. Testing Fee/s		Client		
5. Official Receipt for payment of testing fee		DOE Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Service Request Form (SRF) in DOE-LATL-AES Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service.	1.1 Assists client in filling-out SRF	N / A	0.5 Working Day	<i>Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory</i>
2. Submission of SRF to DOE-LATL	2.1 Checks and approves the SRF			<i>Chief SRS / Sr. SRS, LATL</i>
	2.2 Prepares and generates Order of Payment			<i>Lab. Tech II / SRS / SRA / Chief SRS, LATL</i>

3. Submission of test sample/s to DOE-LATL	3.1 Receives test sample/s			<i>Lab. Tech II / SRS / SRA, LATL</i>
4. Payment of testing fee/s to DOE Treasury	4.1 DOE Treasury issues official receipt	<ul style="list-style-type: none"> • 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	<i>Collection Officer, Treasury Division</i>
5. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	5.1. Photocopies OR and other documents for filing	N / A		<i>Lab. Tech II / SRS / SRA, LATL</i>
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	<ul style="list-style-type: none"> • 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 	<i>Lab. Tech II / SRS / SRA, LATL</i>

advice/notice for the issuance / releasing of Test Report/s. The client may also call DOE-LATL for updates on the status of service.			<ul style="list-style-type: none"> 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 	
	6.2 Prepares Test Report/s		<ul style="list-style-type: none"> • 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 per unit 	<i>Lab. Tech II / SRS / SRA, LATL</i>
	6.3 Reviews / Approves the Test Result / Prepares the transmittal letter		1 Working Day	<i>SRS / Supervising SRS, LATL</i>
	6.4 Approves and signs the transmittal letter		1 Working Day	<i>Chief SRS / Director, LATL</i>
7. Claim to DOE-LATL test report/s and retrieve test sample/s	7.1 Releases Test Reports	None	0.5 Working Day	<i>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</i>
Appliance		Total Number of Days		
Air Conditioner		5.5 Working 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-Government			
Who May Avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. GRFTL-SF-2		GRFTL Office of the Division Chief		
2. Customer Feedback Form				
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	N / A	0.5 Working Day	<i>Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory Section</i>
	1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.			<i>Note:</i> <ul style="list-style-type: none"> ➤ <i>Geothermal Coal Section - coal and geothermal water samples</i> ➤ <i>Processed Fuels Section - petroleum and biofuel samples</i> ➤ <i>Geology Section- rock samples</i> ➤ <i>Oil and Gas Section - geothermal</i>

				<i>gas, biogas or synthesis gas</i>
2. Issuance of Work Order (GRFTL-SF-3)	2.1 Dispatches the GRFTL-SF-3 to the assigned GRFTL Section	None	0.5 Working Day	<i>GRFTL Staff & Chief SRS, GRFTL</i>
3. Analysis of Sample a. Conduct of Sample Preparation / Testing / Analysis (<i>Refer to page 3</i>) b. Preparation of Results of Analysis	3.1 Reviews and Endorses the Transmittal Letter and Test Report to GRFTL Chief SRS	None	10 Working Days	<i>GRFTL Staff and GRFTL Chief SRS GRFTL</i>
4. Endorsement of Transmittal Letter and Test Report to ERTLS Director	4.1 Affixes initial of supervisor of the concerned unit and GRFTL Chief SRS and signature of the ERTLS Director to the Transmittal Letter		1 Working Day	<i>ERTLS-OD, ERTLS</i>
5. Release of Test Report	5.1 Receives copy acknowledged by the customer			
Total Number of Days			12 Working Days	

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

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12 samples)	additional 3 days for every 3 samples in excess of 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
<i>(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)</i>	
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
EXTERNAL SERVICES		
Information 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
Information 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
INTERNAL SERVICES		
Information 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
Information Technology Division (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 REQUIREMENTS		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 Approves the request form		0.5 Working Day	<i>Division Chief, IDMD</i>
Total Number of Days		0.5 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:	Information Data Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen / Business			
Who May Avail:	Academe / Researchers / Investors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request		Letter from client		
2. List of data requested or Search List		EDCP shall provide Listings of available data called the "Search List" generated from the EDCP database.		
3. Filled-out data request form		EDCP shall provide computer-generated Data Request Form generated from the EDCP database		
4. Receipt of payment		Client to pay at Treasury Division		
5. Signed Terms and Conditions/ Transmittal		EDCP will prepare the Terms and Conditions / Transmittal.		
6. Student / Researcher: submission of Research Study/Thesis		Client to submit copy of the Research study/Thesis		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request				
2. Select data from the Search List	2.1 EDCP provides the Search List generated from the EDCP database.		1 Working Day	<i>EDCP Staff</i>
3. Fill-out Data Request Form	3.1 Have the request approved by the Chief of the concerned division (PRDD, GEMD, CNMD) or his/her authorized representative depending on the			<i>Division Chiefs, IDMD and PRDD or CNMD or GEMD or HOEMD</i>

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



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.

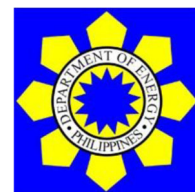
Office or Division:	Information Data Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Service Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request		Optional – Service contractors are not required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

	type of data requested, and by the Chief of IDMD or his duly authorized representative.			
4. Pay data fees and charges	4.1 Prepares billing or Debit Note / Order of Payment	Schedule of Fees and Charges		<i>Supervising SRS EDCP staff</i>
5. Sign confidentiality / conforme	5.1 Approval of the Confidentiality / Terms and Conditions and or Transmittal Preparation of data		1-2 data items (within the day) 3-50 data items (3-5 days) More than 50 data items (2 weeks)	<i>Director – ITMS, IDMD Div. Chief, Supervising SRS</i> <i>EDCP staff</i>
Total Number of 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 Outside Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request		Letter from the requesting bureau or client		
2. Filled-out Pro-forma Terms and Conditions				
3. Receipt of payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter from client	1.1 Process request	Cost of reproduction	3 Working Days	<i>Staff, Infographics Section</i>
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:	Information Services Division (ISD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Academe or Outside 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 from client	1.1 Process request	Cost of reproduction	3 Working Days	<i>Staff, Geomatics Section</i>
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)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Small-Scale Coal Mining (SSCM) Applicants	
	CHECKLIST OF REQUIREMENTS	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 of the area applied for small-scale coal mining permit.	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 Lot Title/Titles (TCT/OCT) from Registry of Deeds-Lan Registration Authority (LRA).	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	<i>Staff, Geomatics Section</i>
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)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Coal Operating Contract (COC) Applicants	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Survey report, transmittal of survey returns	To be prepared by a licensed Geodetic Engineer
2.	Copy of Geodetic Engineer's current registration and PTR	To be provided by GE who conducted the project survey
3.	Certification from Lands Management Bureau/Coast and Geodetic Survey Department of the geographic and/or grid coordinates of the tie-points used	Land Management Bureau / DENR
4.	Certification from the Coast and Geodetic Survey Department for the evaluation of the survey results using GPS receivers	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	<i>Staff, Geomatics Section</i>
		Verification of survey returns Survey plan – Php 600.00 /plan Fieldnotes, computations - Php 15.00 /sheet		
Total Number of Days			20 Working Days	



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 REQUIREMENTS		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	<i>Division Chief, IDMD</i>
Total Number of Days		0.5 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.

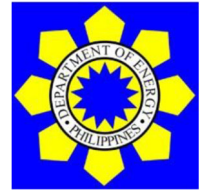
Office or Division:	Information Data Management Division (IDMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of data requested or Search List		Energy Data Center of the Philippines (EDCP)		
2. Filled-out Data Request Form				
3. Signed Transmittal				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Select data from the Search List	1.1 EDCP shall provide the Search List generated from the EDCP database.		0.5 Working Day	<i>Staff, Energy Data Center of the Philippines</i>
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),			<i>Division Chiefs, IDMD and PRDD or CNMD or GEMD</i>

	Coal and Nuclear Mineral Resources Development Division depending on the type of data requested, and by the Chief of Information and Data Management Division (IDMD) or his duly authorized representative.			
3. Sign Transmittal/ Confidentiality	3.1 Approval of the Transmittal/ Confidentiality	None	1-2 data items (Within the day) 3 – 50 data items (3-5 Working Days) More than 50 data items (10 Working Days)	<i>Division Chief, EDCP</i>
	3.2 Preparation of data			<i>Supervising SRS, EDCP</i>
Total Number of Days		0.5 Working Day		



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			
Type of Transaction:	Government-2-Government			
Who May Avail:	Requesting DOE Bureaus, Services and Units			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	1 Working Day (1 – 2 Working Days for complex issues)	<i>Staff, Information Technology Division</i>
	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			

	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			<i>Staff, ITD</i>
	2.2 In case problem is resolved, inform client			
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-Government			
Who May Avail:	Requesting DOE Bureaus, Services and Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request for posting (written and/or emailed) with proof of clearance/approval from the OSEC/USEC/ASEC/Director (original copy)		c/o Requesting Offices		
2. Copy of data requested for posting, preferably in digital or PDF format and approved copy of graphics/pictures/flash videos, if available				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Letter of request for posting to ITMS-OD. Notes: With written request, please approach a frontline staff that will receive your request / data and/or refer you to the person in charge of uploading energy information through the DOE website. Clients may send their requests through email hermie.ariola@doe.gov.ph	1.1 Acknowledge receipt of request, and forwards to the ITMS Office of the Director	None	1 Working Day	<i>Staff, ITMS-OD</i>

cc: jerry.ritual@doe.gov.ph and proceed to Step No. 2				
	1.2 Endorse the request to the concerned division (ITD)			<i>ITMS, Director</i>
2. 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	<i>Staff, ITMS-OD</i>
	2.2 Review and endorse request to technical staff			<i>Chief/Assistant Chief, Information Technology Division</i>
	2.3 In case data received is in analog format, convert to digital data			<i>Staff, ITD</i>
	2.4 Create, edit, and publish web contents			
	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		
Records Management Division (RMD)		
1. Authentication of Documents	0.75 Working Day	Simple
Human Resource Management Division (HRMD)		
1. Recruitment Procedure	60 Working Days	Highly Technical
Treasury Division (TD)		
1. Collection of Fees and Charges	0.2 Working Day	Simple
2. Disbursement of Fund	2.84 Working Days	Simple
Supply and Property Management 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
INTERNAL SERVICES		
Records Management Division (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		Complex
a. 1-3 pages	5.38 Working Days	
b. 4-5 pages	6.38 Working Days	
c. 6-10 pages	7.38 Working Days	
d. 11 pages and more	9.38 Working Days	
Human Resource Management Division (HRMD)		
1. Filing of SALN	0.36 Working Day	Simple
2. GSIS, PAG-IBIG, and PHILHEALTH	3 Working Days	Simple

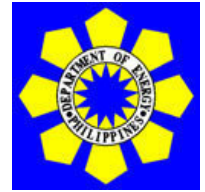
3.	Payment for Overtime Services	3.57 Working Days	Simple
4.	Provident Fund	6 Working Days	Complex
5.	Strategic Performance Management System (OPCR/IPCR)	10 Working Days	Complex
6.	Training and Development Process and Procedure	13 Working Days	Complex
7.	Terminal Leave	16.22 Working Days	Highly Technical
8.	Program on Awards and Incentives for Service Excellence (PRAISE)	18 Working Days	Highly Technical
9.	Magna Carta	16 Working Days (Part I) 20 Working Days (Part II)	Highly Technical
Procurement Management Division (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
Supply and Property Management 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
Treasury 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
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 REQUIREMENTS (as applicable)			WHERE TO SECURE	
1.	Endorsement Letter from the document originator			
2.	Request letter from client			
3.	Official Receipt	DOE – Treasury Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1.1 Receive endorsement of request from concerned Bureau/Service/Office	None	0.25 Working Day	<i>Staff, RMD</i>
	1.2 Check if the requested document is in the custody of RMD.			<i>Records Officer, RMD</i>
	1.3 If available, pull out the requested document and inform the requesting party			
	1.4 If not available, inform the concerned Bureau/Service/Office or the requesting party	None		<i>Staff, RMD</i>
	1.5 Prepare Order of Payment in the Collection Monitoring System (COMS)			

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



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 Management Division (HRMD)			
Classification:	Highly Technical Transactions			
Type of Transaction:	Government-2-Government / Government-2-Citizen			
Who May Avail:	External applicants; Internal applicants (DOE employees)			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Refer to Guidelines of Application in the DOE website		Downloadable Forms available in the DOE website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Publication of vacant positions	None	10 Working Days	<i>Human Resource Management Assistant</i>
	2. HRMD 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)		25 Working Days	<i>HRMA / Human Resource Management Officer III / HRMO IV, HRMD</i>
	3. Preparation and review of referral memorandum and assessment of qualified applicants		5 Working Days	<i>HRMA / HRMO III / HRMO IV / HRMO V, HRMD</i>
	4. Final approval of the AS Director		3 Working Days	<i>Director, Administrative Services</i>
	5. End-User Evaluation		12 Working Days	<i>End-User Evaluation Committee</i>

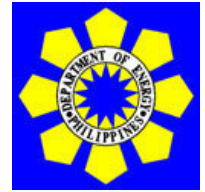
	6. Verification of submitted documents from End-User		2 Working Days	<i>HRMO III, HRMD</i>
	7. Pre-HRMPSB deliberation and final review of assessment		1 Working Day	<i>Director, AS HRMPSB Secretariat</i>
	8. HRMPSB deliberation meeting		1 Working Day	<i>HRMPSB</i>
	9. Job Offer and pre-employment requirements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

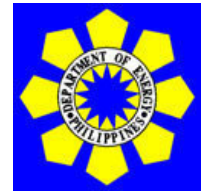


Collection of Fees and Charges

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

Office or Division:	Treasury Division			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government / Government-2-Citizen			
Who May Avail:	External / Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Concerned 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	TEC Fees Laboratory Fee Application Fee	2 – 3 minutes	<i>Admin Officer I, Treasury Division</i>
	1.2 Issue Official Receipt for the Payment Received	Permit Fee Lab Testing Fee	2 – 3 minutes	<i>AO I / AO V, TD</i>
	1.3 Indicate cost of postage based on the rates given by PHILPOST	Inspection Fee Endorsement Fee Ack. Fee Certificate of Compliance Fee Signature Bonus Interest Income	2 – 5 minutes	<i>AO I, TD</i>

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

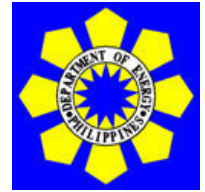
Office or Division:	Treasury Division (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen / Government-2-Business			
Who May Avail:	External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed LDDAP-ADA / EMDS and Approved Disbursement Voucher (DV)		Accounting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

	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, TD
2. Approved DVs from Accounting Division	2.1 Receive and encode duly approved DV to CMS	LTO Registration	15 minutes	
	2.2 Preparation of Check	Insurance of Vehicle & Property	30 minutes	AO III / AO V, TD
	2.3 Preparation of ACIC	Remittances to PAGIBIG, NHMFC	15 minutes	AO III, TD
	2.4 Encode/Validate DV and check issued to CMS 2x	Skycable	30 minutes	AO III / AO V, TD
	2.5 Review the correctness of check and ACIC	Refund of Performance Bond	30 minutes	AO V, TD
	2.6 Deduct the amount from NCA balance	Purchase of US \$ for Poor's & Platts	30 minutes	
	2.7 Signing of Check and ACIC of Chief, Treasury Division and Countersigning Official		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	
Total Number of Days		2.84 Working Days		



Administrative Services (Supply and Property Management Division)

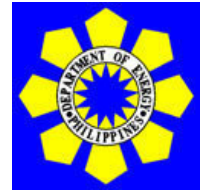
External Services



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 Management Division (SPMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection and Acceptance of newly acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation and Development Assistance		Supply and Property Management Division (SPMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	2 Working Days	<i>Supply / Property Officer</i>
	1.2 If the items delivered conforms, Inspection and Acceptance Report (IAR) shall be prepared		2 Working Day	
	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	<i>Supplier</i>
	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	<i>Supply/ Property Officer</i>
Total Number of Days		5 Working Days		



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

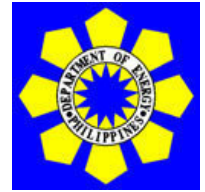
Office or Division:	Supply and Property Management Division (SPMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Client			
Who May Avail:	Other Government Entities / LGUs / SUCs / Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disposal by Donation or Transfer without cost to other government entities, Local Government Units (LGUs), Schools and State Universities		Supply and Property Management Division (SPMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Supply / Property Officer</i>
	1.2 Seeks approval of the Disposal Committee through preparation of the following documents		2 Working Days	<i>Supply / Property Officer and Disposal Committee Secretariat</i>
	1.2.1 Donation Approval Report		1 Working Day	

	1.2.2 Memo to the Secretary for approval of Disposal by Donation thru the Disposal Committee Chairman		1 Working Day	
	1.2.3 Prepare Deed of Donation (DOD) as reviewed by Legal Services.		2 Working Day	
	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	<i>Supply / Property Officer</i>
	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	<i>Supply / Property Officer and the Donee</i>
Total Number of Days		19 Working Days		



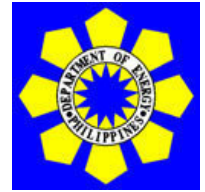
Administrative Services (Records Management Division)

Internal Services



Numbering and Monitoring of DOE Issuances

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



Messengerial Delivery Service

Office or Division:	Records Management Division (RMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1.	Filled-up Request for Messengerial Delivery Service	DOE – Records Management Division		
2.	Complete details in the envelope (Recipient, Company and Correct Address)	Concerned Employee		
3.	Correct and complete documents			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit mails to be delivered with Attached Request RMD Form No. 1 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	None	1 Working Day	<i>Records Officer, RMD</i>
	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			

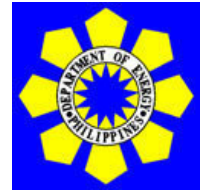
	1.4 Properly accomplish RMD Form No. 1(a) in duplicate. One (1) copy to be submitted to the RMD Records Officer and one (1) copy to be used as a guide in delivery of mails.			<i>Staff, RMD</i>
	1.5 Deliver the Mails according to their scheduled day of dispatching			
	1.6 Check if all mails are delivered and properly acknowledged			<i>Records Officer, RMD</i>
	1.7 If there are mails not received, check the RMD Form No. 1 the reason for non-delivery			<i>Staff, RMD</i>
2. Receive duplicate copy of Form No. 1 duly signed and acknowledged by the addressee	2.1 Coordinate and inform the concerned office/bureaus/services regarding the mails being received and mails that are returned to sender or not delivered.			<i>Records Officer, RMD</i>
	2.2 Update the MMS based on the information indicated in the RMD Form No. 1			
	2.3 Properly file original RMD Form No. 1 and No. 1(a) for reference			
Total Number of Days		1 Working Day		



Numbering of Travel Order / Special Assignment

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

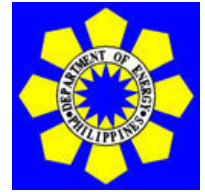
	1.5 Scan and encode Travel Order / Special Assignment in Microsoft Access Database			
	1.6 Properly file the RMD copy for reference			
Total Number of Days		1 Working Day		



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			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1.	Request for Mailing/Postal Form			
2.	Letter			
3.	PHILPOST required form			
3.1	Registered Mail - Registry Return Receipt (Blue Color)			
3.2	Express Mail - Philpost Express Form (White & Orange Color)			
3.3	Foreign Destination - Advice of Receipt/of Delivery/of Entry (Pink Color)			
3.4	Domestic Parcel - Philpost Domestic Parcel Form (Blue and White Color)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse Mails to the designated RMD Staff	1.1 Receive and check if the requirements are complete	None	1 Working Day	<i>Staff, Records Management Division</i>
	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		

	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 Report			
2. Receive Registry Return Receipt (RRR).	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		0.25 Working Day	<i>Staff, RMD</i>
Total Number of Days		1.25 Working Day		



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 REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request	Requesting Unit			
2. Final and Official Soft Copy of the Issuance				
3. Terms of Reference	Records Management Unit			
4. Quotations from the Publishing Companies				
5. Matrix of Quotations				
6. Copy of Annual Procurement Plan with Request for Services	Procurement Management Division			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for publication of DOE Issuance	1.1 Receive request	None		<i>Administrative Officer III, Records Management Division</i>
	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 Working Day 2 Working Days 3 Working Days 5 Working Days	
	1.3 Prepare memorandum and documentary requirements for the BAC upon receipt of quotation		1 Working Day	

	1.4 Coordinate with requesting unit and publisher for the date of publication		2 hours	
	1.5 Prepare letter order for the publishing company		1 Working Day	
	1.6 Provide concerned units copies of newspaper		1 hour	
	1.7 Prepare transmittal letter and attached three (3) certified copies of issuances to the ONAR/UPLC and AMMB/HR.		1 Working Day	
	1.8 Provide copy of issuance to the ITD / ITMS for posting in the DOE website		1 Working Day	
Total Number of Days		5.38 Working Days (1-3 pages)		
		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 Management Division (HRMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Refer to the list of requirements for filing of SALN		Civil Service Commission Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out SALN Form		None	2 hours	<i>Concerned Employee</i>
	1.1 Signs or notarizes SALN Form		30 minutes	<i>Presidential Appointee / notarizing lawyer</i>
2. Submits to the HRMD			5 minutes	<i>Concerned Employee</i>
	2.1 Checks, validates, consolidates, files, and records SALN submission		20 minutes (per employee)	<i>Human Resource Management Officer (HRMO) II or III, HRMD</i>
Total Number of Days		0.36 Working Day		



GSIS, PAG-IBIG, and PHILHEALTH

This applies to transactions relative to PWMS' Internal Services.

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

2.3 Multi-Purpose Loan (MPL)		DOE – Human Resource Management Division (HRMD)		
2.3.1 Fully accomplished MPL Form				
2.3.2 Original payslip with signature				
2.3.3 Two (2) Valid IDs, photocopy only				
2.3.4 LBP ATM Card (photocopy)				
3. Philhealth				
3.1 Retiree – Lifetime Membership				
3.1.1 Fully accomplished PMRF				
3.1.2 Updated Service Record				
3.1.3 Two (2) ID pictures (1x1)				
3.2 New Employee				
3.2.1 Fully accomplished PMRF				
3.2.2 Marriage Certificate (if married employee)				
3.2.3 Birth Certificate of children below 18 y/o				
3.2.4 Birth Certificate of parents above 60 y/o (if single employee)				
4. Processing of Claims and Application		Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of duly accomplished Application Form for Retirement / Separation		None	1 Working Day	<i>Concerned Employee</i>
	1.1 Review the submitted application form and request the submission of required documents		1 Working Day	<i>Staff, Human Resource Management Division (HRMD)</i>
	1.2 Complete Requirements/ Attachment			

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



Payment for Overtime Services

This applies to transactions for DOE employees

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Refer to the list of requirements for payment of Overtime Services		To be provided by the Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares requirements		None		<i>Concerned Employee</i>
	1.1 Computes / prepares payroll and DV		0.5 Working Day	<i>Chief, Accounting Payables Section, Accounting Division (AD)</i>
	1.2 Prepares ALOBS / certifies as to availability of appropriations and fund obligation		15 minutes	<i>Chief, Budget Division</i>
	1.3 Certifies as to correctness of charges / availability of funds		15 minutes	<i>Chief, AD</i>
	1.4 Reviews the payroll / certifies DV		0.5 Working Day	<i>Chief, Personnel Action and Services Section (PASS), HRMD / Chief, HRMD</i>
	1.5 Processes / certifies DV		0.5 Working Day	<i>Chief, AD</i>
	1.6 Approves DV		5 minutes	<i>Director, Administrative Services</i>

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



Provident Fund

This applies to transactions relative to PWMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form Only		DOE – Human Resource Management Division		
2. Processing of Loans/Claims		PWMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of duly accomplished Application Form/Claim for (Death Benefit)	1.1 Receipt of the application form	None	2 hours	<i>Concerned Employee</i>
	1.2 Reviewed/verified the information written in the submitted application form; Requested for attachment of the required document		0.5 Working Day	<i>Human Resource Management Division</i>
2. Employee to comply what is required/ lacking	2.1 Prepared the Memo for to the Provident Fund Board of Trustees (PFBT); Route the same		1 Working Day	<i>Human Resource Management Division</i>
	2.2 Delay inevitable		2 Working Days	
	2.3 Action taken by PFBT:		2 Working Days	<i>Provident Fund Board of Trustees</i>

	a) If Disapproved, Memo informing concerned staff; b) If Approved, Voucher Preparation; Forward to Accounting Division for Processing of Loans/Claims			<i>Human Resource Management Division</i>
Total Number of Days		6 Working Days		



Strategic Performance Management System – OPCR/IPCR

This applies to transactions relative to PWPMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Performance Commitment and Review (OPCR)		Personnel Welfare and Performance Management Services (PWPMS) - HRMD		
2. Individual Performance Commitment and Review (IPCR)				
3. Coaching and Monitoring Form (CMF)				
4. Individual Development Plan (IDP)				
5. Summary Report of Targets, Ratings of Per Office/Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of various documents relating to performance	1.1. Preparation / distribution of memo to all enjoining submission of the ff.:	None	1 Working Day	<i>Concerned Employee</i>
	Targets, OPCR, IPCR, IDP, CMF, Summary Report of performance documents submitted		2 Working Days	<i>Human Resource Management Division / Administrative Services</i>
	1.2. Receipt/recording of documents submitted on or before the deadline		4 Working Days	<i>HRMD</i>

	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		



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:	Human Resource Management Division (HRMD)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
	CHECKLIST OF REQUIRMENTS	WHERE TO SECURE
	1. Properly accomplished PDC nomination form	HRMD-Training & Development Section
	2. Memorandum endorsed by the concerned Undersecretary and Director	
	3. Identified/itemized funding source/requirements	
	4. Budget appropriation/clearance from Budget Division, if funding is from the regular budget	
	5. Exemption from AO 103, if funding is from the regular budget	
	6. Clearance from HRMD, if funding is from the Training Fund allocated to the unit	
	7. Endorsement from the Training Commitment Management Committee (TCMC), composed of the 3 Usecs., if funding is from the Training Fund-International Commitment / Priority 1	
	8. Relevant attachments (i.e. invitation/ program of activity/ sponsorship or funding source/ etc.)	
	9. PES requirement (2 consecutive period for foreign nomination / latest rating period for local)	
	10. Service obligation requirement (for foreign study and non-study program / local study program)	
	11. Residency requirement	
	12. Course/sponsor requirement/s (i.e. education, experience, age, etc.)	
	13. Submission of travel / training history (Indicate title/date/venue/sponsor or organizer)	
	14. Submission of previous travel/training report (Indicate title/date/venue)	

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.	None	5 Working Days	<i>Human Resource Management Officer II/I, HRDM</i>
	1.2 Acceptance and evaluation/ assessment of nominee/s Note: Submission of duly accomplished Personnel Development Nomination Form from the nominee/s must be on or before the set deadline of the HRMD		1 Working Day	<i>HRMO III/II (Foreign Nominations)</i> <i>HRMO I (Local Nominations)</i> <i>HRMO IV (Review)</i>
	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 (HRMD)		1 Working Day	<i>HRMO III/II (Foreign Nominations)</i> <i>HRMO I (Local Nominations)</i>
	1.4 Preparation of documents and presentation to the Pre-PDC Meeting, presided by the Administrative Services Director, of the qualified nominee/s			<i>HRMO IV (Review & Presenter during the meeting)</i>
	14.5 Deliberation of qualified nominee/s to the PDC Meeting presided by the Undersecretary (PDC Chair);		1 Working Day	<i>PDC</i> <i>HRMO III / HRMO IV</i>

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

*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 Resource Management Division (HRMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Refer to checklist on Terminal Leave			DOE – Human Resource Management Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files approved resignation, retirement together with clearance and Application for Leave (AFL) Form		None	5 Working Days	<i>Concerned Employee</i>
	1.1 Audit leave cards and Daily Time Records (DTR)		3 Working Days	<i>Human Resource Management Officer (HRMO) I or II or Human Resource Management Assistant</i>
	1.2 Reflects accumulated leave balances o the approved AFL		10 minutes	
	1.3 Reviews and computes leave balances and terminal leave pay		30 minutes	<i>HRMO IV, HRMD</i>
	1.4 Initials/approves entries in the AFL (certifies as to the total leave balances)		10 minutes	<i>HRMO IV / Chief, HRMD</i>
	1.5 Prepares endorsement memo to the Secretary for signature		30 minutes	<i>HRMO III or II, HRMD</i>
1.6 Reviews, initials, recommends endorsement memo and the AFL		20 minutes	<i>HRMO IV / Chief, HRMD</i>	

	1.7 Certifies leave balances and initials endorsement letter		5 minutes	<i>HRMO V, HRMD</i>
	1.8 Signs endorsement memo and initials AFL		1 Working Day	<i>Director, Administrative Services</i>
	1.9 Recommends approval of AFL		1 Working Day	<i>Assistant Secretary / Undersecretary</i>
	1.10 Acts on the recommendation		1 Working Day	<i>Secretary, OSEC</i>
	1.11 Claims the approved AFL for terminal leave to be forwarded to the Accounting Division for processing of payment		5 Working Days	<i>Concerned Employee</i>
Total Number of Days		16.22 Working Days		



Program on Awards and Incentives for Service Excellence (PRAISE)

This applies to transactions relative to PWMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Government				
Who May Avail:	DOE Employees				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Accomplished Form			DOE – Human Resource Management Division		
2. Processing of Claims and Application			Personnel Welfare & Performance Management Section (PWPMS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of Application		None	1 Working Day	<i>Concerned Employee</i>	
	1.1 Review/verify the information written in the application for benefits		7 Working Days	<i>Concerned Personnel, Human Resource Management Division</i>	
	1.2 Complete requirements/ attachment				
1.3 Presentation to Administrative Services Director for review/ comments					
2. Employee to comply lacking requirements					<i>Concerned Employee</i>
	2.1 Endorsement to DOE PRAISE Committee for evaluation				<i>Concerned Personnel. HRMD</i>
	2.2 Recommendations of the Committee to SAGC		1.5 Working Day	<i>PRAISE Committee</i>	

	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	<i>Concerned Personnel, HRMD</i>
	2.4 Delay inevitable		5 Working Days	<i>Office of the Secretary (OSEC)</i>
	2.5 Approval of the Secretary		1 Working Day	
	2.5 Preparation of Memorandum to Accounting Division for the release of award and voucher preparation		0.5 Working Day	<i>Concerned Personnel, HRMD</i>
Total Number of Days		18 Working Days		



Magna Carta

This applies to transactions relative to PWMS' Internal Services.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Government	
Who May Avail:	DOE Employees	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	List of personnel recommended for the entitlement to MC benefits with the department/ agency head's certification that said personnel are found to have complied with the requirements under the Guidelines for R.A. 8439.	DOE – Human Resource Management Division
	The list must be accompanied with the following documents:	
	1.1 Endorsement by the head of department/agency	
	1.2 Functions of the service/division/section/unit where the personnel belong	
	1.3 Certified true copies of diploma/s	
	1.4 Certified true copies of academic transcript of records	
	1.5 Certified true copy of service record	
	1.6 Description of positions and functions	
	1.7 Certified true copy of CSC eligibility/ies, or PRC license/s	
	1.8 Other relevant documents deemed important by the recommending agency	
2.	Processing of Claims and Application	Personnel Welfare & Performance Management Section (PWPMS)
3.	Part I: 1 st Time/Renewal of Application	

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

	2.9 Signed Document to be forwarded to the DOST		1 Working Day	<i>Concerned Personnel, HRMD</i>
	2.10 DOST Evaluation			<i>DOST</i>
	2.11 Receipt of the DOST approved certification		0.5 Working Day	<i>Staff, Human Resource Management Division</i>
	2.12 Memo to concerned staff informing DOST approval and reminding to submit separate application for Hazard Pay benefit		2 Working Days	
	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 Working Days	<i>HRMD / DOE-RCC</i>

	<ul style="list-style-type: none"> - Resubmit request for reconsideration; Evaluate the resubmitted documents - Memo for the Committee for consideration; Endorsement to the SAGC 			
	<p>2.14 Processing of the renewal of the entitlement three (3) months before the expiration of the eligibility</p>		0.5 Working Day	<i>Concerned Personnel, HRMD</i>
Total Number of Days		16 Working Days (Part I)		
		20 Working Days (Part II)		



Administrative Services (Procurement Management Division)

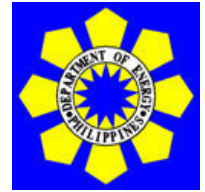
Internal Services



Request for Certification of various PMD Documents

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government (Compliance to DOE Internal Document Security, Government Fares Agreement (GFA), DBM PS Virtual System and BAC policies and procedures)			
Who May Avail:	Bureaus / Services / Offices of DOE Officials/Employees			
CHECKLIST OF REQUIREMENTS (as applicable)			WHERE TO SECURE	
1. Request Slip duly signed by Head of Concerned Unit			PMD receiving area	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user / Supplier submits Request Slip	1.1 Receive and Log the Request on the following: <ul style="list-style-type: none"> 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	<i>Receiving Staff, Procurement Management Division</i>

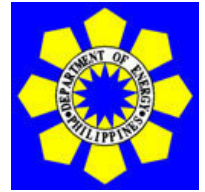
	1.2 Endorse to concerned PMD Officer to validate the request or check the document security classification		10 minutes	<i>Receiving Staff, PMD</i>
	1.2.1 For non-availability, the PMD personnel check in DBM-PS vs. the availability		30 minutes	<i>Administrative Officer III, PMD</i>
	1.2.2 For airline ticket, PMD personnel check availability of flights as requested		10 minutes	
	1.3 Prepare the requested certification		10 minutes	<i>AO III, PMD</i>
	1.4 Review / approve the requested certification		5 minutes	<i>Supv. AO / Chief AO, PMD</i>
	1.5 Issue the copy of the requested certification		5 minutes	<i>AO III, PMD</i>
Total Number of Days		0.17 Working Day		



Numbering and Monitoring of Purchase Requests

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Bureaus / Services / Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Copy of End-user's PPMP		DOE Intranet under Downloadable Forms		
2. Copy of Budget Office Allocation to End-user based from approved APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number	1.1 Receives the Purchase Request, checks the completeness as to signature, concerned end-users, Item description, amount and numbers the said PR for Control Number	None	1 Working Day	<i>Administrative Officer III, Procurement Management Division</i>
	1.2 Reviews/checks the PR based on End-user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)			<i>Supv. AO (SAO), PMD</i>

	1.3 Approves/Initials the numbering of the Purchase Request (PR) and return the PR			<i>Chief AO, PMD</i>
	1.4 Records the details of the said Purchase Request (PR) and return to End-user			<i>AO III, PMD</i>
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-users			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)	End-user			
2. Memorandum Request for inclusion in the Supplemental APP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits Project Procurement Management Plan (PPMP)	1.1 PMD notify end-user of the schedule submission of request for Supplemental Annual Procurement Plan (SAPP)	None	1 Working Day	<i>Administrative Officer III, Procurement Management Division</i>
	1.1.1 End-user submit request for inclusion in Supplemental APP with revised PPMP			
	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	<i>Supv. AO / Chief AO, PMD</i>

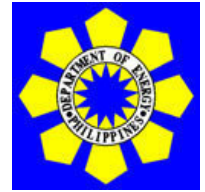
	1.5 Input the approved request in the consolidated SAPP		10 minutes	<i>AO III, PMD</i>
	1.6 Present to the BAC the SAPP for approval		1 Working Day (15 Working Days Consolidation)	<i>Chief AO, PMD</i>
	1.7 Prepare BAC Resolution to recommend approval of SAPP to HoPE		30 minutes	<i>AO III, PMD</i>
	1.8 Provide copy of approved SAPP to End-user		30 minutes	
Total Number of Days			2.29 Working Days	



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 REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair	End-User's Division / Bureau			
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits Procurement Request	1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements and check if AMP requires posting	None	30 minutes	<i>BAC Secretariat Section</i>
	1.2 Endorse the documents to Office of the BAC Chairman for endorsement to TWG for evaluation			
	1.3 Prepare and send the RFQs/ to at least three (3) suppliers, contractors or		1 Working Day	<i>BAC Secretariat / TWG</i>

	consultants of known qualifications. 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)	<i>BAC Secretariat Section</i>
	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)	<i>End-user / Supplier / HoPE / PMD Contract Management Section</i>
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/Offices of DOE (End-users)			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair				DOE Intranet under Downloadable Forms
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS)				
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director				
5. Secretary's approval of the Activity (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user submits Procurement Request	1.1 Receive the Procurement Request, reviews completeness of documents per checklist of requirements	None	30 minutes	<i>BAC Secretariat Section</i>
	1.2 Endorse the documents to Office of the BAC Chairman for endorsement to TWG for evaluation			
	1.3 Receive procurement request folders from TWG for inclusion in the BAC agenda for		5 minutes (4 Working Days TWG Evaluation)	

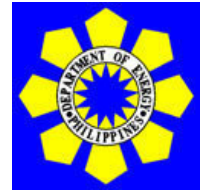
	Pre-procurement evaluation			
	1.4 Pre-procurement evaluation		1 Working Day	<i>BAC / TWG / Secretariat / End-user</i>
	1.5 Prepare Bid Documents		1 Working Day	<i>BAC Secretariat Section</i>
	1.6 Advertise/Post the Invitation to Bid in PhilGEPS and DOE website		1 hour	
	1.7 Issuance of Bid Documents		15 minutes	
	1.8 Conduct Pre-bid Conference		1 Working Day (Depending on the number of procurement items)	<i>BAC / TWG / Secretariat / End-user</i>
	1.9 Preparation and Issuance of Bid Bulletin		2 Working Days	
	1.10 Receive submission of Bids/Opening of Bids		15 minutes	<i>BAC Secretariat Section</i>
	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)	
	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)	

	1.15 Issuance of Notice to Proceed (NTP)		3 Working Days (Contract preparation / signing and posting of performance bond – 10 Working Days)	<i>End-user /Supplier / HoPE / PMD Contract Management Section</i>
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

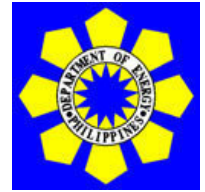
Office or Division:	Supply and Property Management Division (SPMD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government / Government-2-Citizen			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. To issue common office supplies, materials and Property, Plant and Equipment to requesting Office / Bureaus / Services / Division		Supply and Property Management Division (SPMD)		
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		None	1 Working Days	<i>End-User</i>
	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		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	<i>Supply / Property Officer</i>
Total Number of Days		4 Working 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-Government			
Who May Avail:	SPMD / COA / AD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection and Acceptance of newly acquired Property, Plant and Equipment and Supplies thru Purchase Order, Donation and Development Assistance		Supply and Property Management Division (SPMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	None	2 Working Days	Supply / Property Officer
	1.2 If the items delivered conforms, Inspection and Acceptance Report (IAR) shall be prepared		2 Working Day	
	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	<i>Supplier</i>
	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	<i>Supply/ Property Officer</i>
Total Number of Days		5 Working Days		



DOE Officials and Employees Property Accountability

Office or Division:	Supply and Property Management Division (SPMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Issuance of Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS)		Supply and Property Management Division (SPMD)		
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.	None	3 Working Days	<i>Property Officer</i>
	1.2 Submit the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for signature of accountable officials / employees		1 Working Day	
	1.3 Updates the file of officials and employees regarding their property accountability		2 Working Days	
Total Number of Days		6 Working Days		

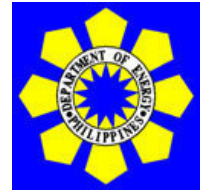


DOE-wide Agency Procurement Request (APR)

Office or Division:	Supply and Property Management Division (SPMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Preparation of Agency Procurement Request (APR) based on the approved and uploaded Annual Procurement Plan-Common-use Supplies and Equipment			Supply and Property Management Division (SPMD)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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/Assistant Secretary; and if 1M and below concerned of Bureau/ Service Director.	None	5 Working Days	<i>Supply / Property Officer</i>

	<p>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.</p>		<p>1 Working Day</p>	
	<p>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.</p>		<p>1 Working Days</p>	
	<p>1.4 Supply and Property Management Division can now make an order to Department of Budget and Management-Procurement Service to the Virtual Store.</p>		<p>1 Working Day</p>	<p><i>Supply/ Property Officer</i></p>

	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-Government / Government-2-Client			
Who May Avail:	SPMD / COA / AD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Annual Physical Inventory of Property, Plant Equipment of DOE Main Office, including Department of Energy Field Offices in Luzon, Visayas and Mindanao and Project Assets		Supply and Property Management Division (SPMD)		
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/Services/Divisions duly approved by Undersecretary and Assistant Secretary for Administrative Service and Administrative Services Director	None	1 Working Days	<i>Supply / Property Officer</i>
	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 implementor, Local Government Unit (LGU), Department of Energy (DOE), Accounting Division (AD) and Commission on Audit (COA) representatives		15 Working Days	
	1.4 Prepare final Inventory Report of Physical Count of Property, Plant and Equipment for approval of Director of Administrative Services, Assistant Secretary, Undersecretary and DOE Secretary.		30 Working Days	<i>Supply/ Property Officer</i>
	1.5 Submit approved Report of Physical Count of Property, Plant and Equipment to DOE-COA for review and approval.		2 Working Days	
Total Number of Days		48 Working Days		



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			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Concerned 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	Refund of Excess Cash Advance	2 – 3 minutes	<i>Admin Officer I, Treasury Division</i>
	1.2 Issue Official Receipt for the Payment Received		2 – 3 minutes	<i>AO I / AO V, TD</i>
	1.3 Indicate cost of postage based on the rates given by PHILPOST		2 – 5 minutes	<i>AO I, TD</i>
Total Number of Days		0.02 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 (TD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed LDDAP-ADA / EMDS and Approved Disbursement Voucher (DV)		Accounting Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signed LDDAP-ADA & EMDS, Approved DV from Accounting Division	1.1 Receive & encode prepared LDDAP-ADA and/or EMDS to Check Monitoring System (CMS)	-Cash Advances -Salaries of Officials & Employees -Salaries of Job Orders -Other remuneration of Official & Employees	1 minute	<i>Clerk III / Job Orders, TD</i>
	1.2 Verification of the correctness of LDDAP-ADA, EMDS & DV		30 minutes	<i>Admin Officer III, Treasury Division</i>
	1.3 Check and validate the entered details per DV in the CMS 2x		30 minutes	<i>AO III / AO V, TD</i>
	1.4 Prepare Advice of Check Issued & Cancelled (ACIC) & Billerdes for PLDT & Globe payment		30 minutes	
	1.5 Review the correctness of LDDAP-ADA, EMDS & ACIC		30 minutes	<i>AO V, TD</i>
	1.6 Deduct the validated LDDAP-ADA /		15 minutes	

	EMDS from NCA Balance			
	1.7 Signing of LDDAP-ADA/EMDS of Chief, Treasury Division and Countersigning Official		1 Working Day	<i>Chief / Countersigning Official, TD</i>
	1.8 Sort of original and copy of ACIC & LDDAP and submit to LBP		2 hours	<i>Clerk III / Job Orders, TD</i>
2. Approved DVs from Accounting Division	2.1 Receive and encode duly approved DV to CMS		15 minutes	
	2.2 Preparation of Check		30 minutes	<i>AO III / AO V, TD</i>
	2.3 Preparation of ACIC		15 minutes	<i>AO III, TD</i>
	2.4 Encode/Validate DV and check issued to CMS 2x		30 minutes	<i>AO III / AO V, TD</i>
	2.5 Review the correctness of check and ACIC	- Provident Loan	30 minutes	<i>AO V, TD</i>
	2.6 Deduct the amount from NCA balance	- Seminar / Tuition Fees	30 minutes	
	2.7 Signing of Check and ACIC of Chief, Treasury Division and Countersigning Official	- Petty Cash	1 Working Day	<i>Chief / Countersigning Official, TD</i>
	2.8 Sort of original and copy of ACIC and submit to LBP		2 hours	<i>Clerk III / Job Orders, TD</i>
	2.9 Release of Check		1 minute	
Total Number of Days			2.84 Working Days	



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		WHERE TO SECURE		
1. Approved Petty Cash Voucher	End-User's Division / Bureau			
2. Certificate of Emergency				
3. Canvass from at least 3 suppliers				
4. Summary/Abstract of Canvass				
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	Purchase of Toner/Ink and Other Supplies that are not in Stock		Admin Officer V, Treasury Division
	1.2 Check and review the attached supporting documents	Purchase of Vehicle Spare Parts /Accessories		
	1.3 Compute VAT and EVAT to be deducted from gross amount	Payment of Vehicle Repair / Maintenance		
	1.4 Approve PCV for Payment	Postage Stamp & Courier Services		
	1.5 Reproduction of all documents for purposes of liquidation	Other Emergency Purchases		
	1.6 Release of Petty Cash			
Total Number of Days		0.44 Working Day (29 minutes)		



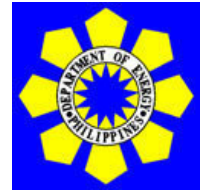
Administrative Services (General Services Division)

Internal Services



Engineering Maintenance (AVR Reservation)

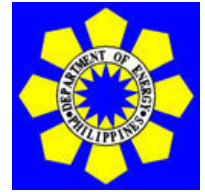
Office or Division:	General Services Division (GSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Services		Supply and Property Management Division (SPMD)		
CLIENT STEPS	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		30 minutes	Staff, General Services Division-EMS
	1.2 Verify/check availability of AVR on the date requested		30 minutes	
	1.3 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 Days		0.31 Working Day		



Request for Additional Janitorial Services

Office or Division:	General Services Division (GSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request for Janitorial Request Form			Supply and Property Management Division (SPMD)	
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	None	30 minutes	<i>Staff, General Services Division</i>
	1.2 Record and verify additional janitorial 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 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)			

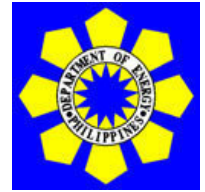
	1.6 Monitor the implementation until completed and record in the logbook and safekeep the approved request janitorial request form			
Total Number of Days		30 minutes		



Transportation and Logistics

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

2. 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	<i>Supv. Undersecretary</i>
Total Number of Days		1.19 Working Day		



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

Office or Division:	General Services Division (GSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Janitorial Request Form		Supply and Property Management Division (SPMD)		
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	Staff, General Services Division-EMS
	1.2 Validation of RFS and prepare Request for Pre-Repair Inspection		1 Working Day	
	1.3 Canvass of spare parts, materials and/or repair/maintenance 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	

	1.6 Allocation of Budget for Repair and Maintenance activities by Budget Division			<i>Staff, GSD-EMS</i>
	1.7 Approval of RFS by Administrative Services (AS) Director			<i>Director, Administrative Services</i>
	1.8 Route of approved RFS to End-user for preparation of Petty Cash Voucher (PCV) for amount P15k and below		30 minutes	<i>Staff, GSD-EMS</i>
Total Number of Days		3.31 Working Days		

FINANCIAL SERVICES
(FS)



SUMMARY

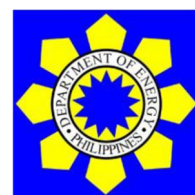
Financial Services (FS)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL SERVICES		
1. Remittance of Government Share on Energy Resources Production	0.5 Working Day	Simple
INTERNAL 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

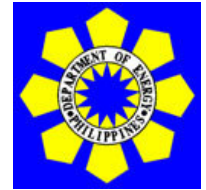
Office or Division:	Conventional Energy Resources Compliance Division (CERCD) / Renewable Energy Resources Compliance Division (RERCD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Petroleum Service Contractors (PSC)/ Coal Operating Contract Operators (COCO)/Small Scale Coal Mining Permittees (SSCMP)/Coal Trader (CT)/RE Developers (RE Dev)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Covering Letter		Provided by the Applicant		
2. Check/Cash/Postal Money Order				
3. Report on Government Share				
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			<i>Chief, Technical Audit Specialist, CERCD / RERCD</i>
	1.2. Review remittance of PSC / COCO / SSCMP / CT / RE Developers and prepare order of payment		0.5 Working Day	<i>Senior Technical Audit Specialist/ Technical Audit Specialist II, CERCD / RERCD</i>
	1.3. Review the order of payment, initial and endorse to Director, Financial Service			<i>Chief, Technical Audit Specialist, CERCD / RERCD</i>
	1.4. Sign the order of payment			<i>Director, Financial Service</i>
	1.5. Remit to the Treasury Division			<i>Technical Audit CERCD / RERCD</i>
	1.6. Issue Official Receipt			<i>Cashier, Treasury Division</i>

	1.7	Fiscal Clerk II/Staff photocopy/ endorse Official Receipt			<i>Fiscal Clerk, CERCD / RERCD</i>
2. Receive Official Receipt					<i>Representative, PSC/COC/SSCM PI/CT/RE Dev</i>
Total Number of Days			0.5 Working Day		



Financial Services

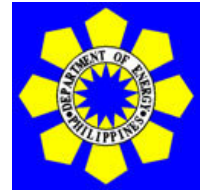
Internal Services



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

Office or Division:	Budget Division (BD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	All DOE Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Activity		Concerned Employee		
2. Department of Budget Management approved Capital Outlay		Budget Department		
3. Quotations		Concerned Employee		
4. Distribution List (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Request For Services / Purchase Request based on programmed activities and or approved appropriations		None		<i>Requesting Employee</i>
2. Submit approved and numbered RFS / PR to BD together with its supporting documents				
	2.1 Receive RFS/PR and review as to completeness of documents			<i>Staff, Budget Division</i>
	2.2 Evaluate request/check if it's included in the programmed activities of the unit and or DBM approved CO			<i>Budget Officer, BD</i>
	2.3 Evaluate cost estimates based on quotations submitted and or fair market study			<i>Supv. Budget Officer / Chief, BD</i>

	2.4 Approve funding allocation for RFS/PR			<i>Chief, BD</i>
Total Number of Days		0.03 Working Day		



Obligation Request and Status (ORS)

Office or Division:	Budget Division (BD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	All DOE Employees			
CHECKLIST OF REQUIREMENTS (as applicable)		WHERE TO SECURE		
1. Approved Travel Order / Authority		Provided by the Employee		
2. Approved Itinerary				
3. Approved Training Order				
4. Receipts of Transportation Expenses Related to Travel				
5. Approved Contract / Purchase Order, Appointment, etc.				
6. Statement of Account / Billings				
7. Attendance Sheet				
8. Payroll				
9. Authorization for payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Obligation Request and Status and its supporting documents and approve ORS (Box A) and submit to BD		None		<i>Requesting Employee</i>
	1.1 Receive ORS and review as to completeness of documents			<i>Budget Officer, Budget Division</i>
	1.2 Process as to availability of allotment			
	1.3 Code ORS and 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	None	15 Minutes	
	1.5 Encode ORS to Payment Monitoring System			
	1.6 Review as to correctness of purpose and availability of funds		<i>Supv. Budget Officer, BD</i>	
	1.7 Approve / certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		<i>Chief, BD</i>	
	1.8 Record ORS in the logbook and submit to accounting		<i>Budget Officer, BD</i>	
Total Number of Days		0.03 Working Day		



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	
Who May Avail:	All DOE Employees	
	CHECKLIST OF REQUIREMENTS	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	Special Disbursing Officer
1.5	Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund.	
1.6	Detailed list of expenses	
1.7	Report of Disbursement	
1.8	Official Receipts and supporting documents of various expenses incurred	
2.	Local Travel Expenses	
2.1	Duly Approved Travel Order	Concerned employee
2.2	Authority to Travel signed by concerned USEC	

2.3 Actual Itinerary of Travel duly approved by authorized officials	
2.4 Certificate of Travel Completed	
2.5 Certificate of Appearance / Attendance	
2.6 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned employee /Airline/Bus/Ferry Company
2.7 Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	Concerned employee / Hotel
2.8 For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	
2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	Concerned employee
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 regarding the prevailing charter rates of the place visited	Concerned employee / Local official
2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	Concerned employee
2.13 For gasoline expenses incurred:	
2.13.1 Official Receipt	Concerned employee
2.13.2 Copy of duly accomplished Vehicle Trip Ticket	Concerned employee / General Services Division
2.13.3 Copy of duly accomplished Fuel Consumption Report properly	Concerned employee / GSD

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 official	Concerned employee
3.2 Actual itinerary of travel duly approved by authorized officials	
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	Concerned employee
3.7 Narrative Report	
3.8 If granted cash advance, copy of previously approved itinerary of travel	
3.9 Liquidation Report	
4. Representation, Conference and Meeting Expenses	
4.1 Official Receipt, Cash Invoice/Statement of Account	Concerned Employee
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	
4.4.2 Abstract of quotation from at least three establishments/concessionaires	
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	Service Provider / GSD
5.2 Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	

6. 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	Concerned Employee
6.5 Approve alternative mode of procurement	
6.6 Canvass documents	
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)	Concerned Employee
6.8 For spare parts purchased and used in repair and maintenance, report of waste materials	
7. For emergency repair and maintenance:	
7.1 Official Receipt/Cash invoice	Concerned Employee
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	
7.6 Report of Waste Materials if the repair involved replacement of materials	

7.7 Warranty of the repair done by the contractor, if applicable, or for major repair				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents		None	1 – 3 Working Days	<i>Concerned Employee</i>
	1.1 Receive and process liquidation report			<i>Clerk / Concerned Accounting Staff</i>
	1.2 Review / process liquidation papers / informs the concerned employee to pay refund. If any			<i>Accountant III / Supv., Accountant, Special Assignment Section (SAS), Accounting Division (AD)</i>
	1.3 If there is a refund, will prepare order of payment before paying at the cashier / submit receipt of payment to AD			<i>Concerned Accounting Staff/ Chief, AD</i> <i>Concerned Employee</i>
	1.4 If there is no refund, certify as to correctness and completeness of liquidation report			<i>Chief, AD</i>
	1.5 Book liquidation / submit the same to COA			<i>Accountant III, Supervising Accountant</i>
Total Number of Days		3 Working Days		



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

Office or Division:	Accounting Division (AD)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Government	
Who May Avail:	All DOE Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Local Travel		
1.1 Prior to Departure		
1.1.1 Copy of Obligation and Request Status (ORS)	Budget Division / Concerned Employee	
1.1.2 Authority to Travel signed by concerned USEC	Concerned employee	
1.1.3 Approved Travel Order, duly numbered		
1.1.4 Itinerary of Travel duly approved by:		
1.1.4.1 The Agency Head or his duly authorized representative, for travels below 30 days		
1.1.4.2 The Agency Head for travels of more than 30 days but not exceeding 3 months		
1.1.4.3 The President for travels exceeding 3 months		
1.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance and accounted for in the book	Accounting Division	
1.2 Upon Completion of Travel:		
1.2.1 Duly Approved Travel Order	Concerned employee	
1.2.2 Authority to Travel signed by concerned USEC		
1.2.3 Actual Itinerary of Travel duly approved by authorized officials		
1.2.4 Certificate of Travel Completed		
1.2.5 Certificate of Appearance / 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 accommodations together with hotel Statements of Accounts and other related travel expenses claimed	Concerned employee / Hotel
1.2.8 For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	Concerned employee
1.2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	
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:	Concerned employee
1.2.11.1 Justification for use duly noted Division Chief	
1.2.11.2 Proof of Payment or RER for each fare in excess of P75.00	
1.2.11.3 Certification from local official regarding the prevailing charter rates of the place visited	Concerned employee / Local official
1.2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	Concerned employee
1.2.13 For gasoline expenses incurred:	Concerned employee / GSD
1.2.13.1 Official Receipt	
1.2.13.2 Copy of duly accomplished Vehicle Trip Ticket	
1.2.13.3 Copy of duly accomplished Fuel Consumption Report properly noted by General 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	Concerned employee
2.1.3 For clothing allowance claimed, Certification that no such expenses were claimed within the last 24 months	
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	Concerned employee
2.2.2 Actual itinerary of travel duly approved by authorized officials	
2.2.3 Certificate of Travel Completed	
2.2.4 Certificate of Appearance/Attendance	
2.2.5 Plane tickets, boarding pass	Concerned employee / Airline / 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		<i>Requesting unit / Concerned Employee</i>
	1.1 Receive and make initial review as to correctness of the amount	None	3 working days	<i>Accountant III, AD</i>
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)			<i>Accounting Staff / Clerk, AD</i>
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			<i>Chief, BD</i>
	1.4 Receive DV and certified ORS from BD			<i>Accounting Staff / Clerk, AD</i>
	1.5 Review/evaluate/process DV as to the completeness of its required documents Note: <i>-If incomplete, return DV and ask employee concerned to comply with the requirements</i> <i>-If complete, evaluate and process DV</i>			<i>Accountant III / Supervising Accountant, AD</i>
	1.6 Indicate and record the DV date, number,			<i>Data Encoder III</i>

	particulars and amount in individual index 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
	2.1 Approve DV (box D) as to approval of payment	None		Head of agency/ director / authorized representative
3. Submit approved DV and its supporting documents to AD		None		Requesting unit / Concerned Employee
	3.1 Receive submitted documents and prepare LDDAP and EMDS	None	1 working day	Accounting Staff / Clerk, AD
	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		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 REQUIREMENTS*	WHERE TO SECURE
	*Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.	
1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)		
1.1 Copy of Obligation and Request Status (ORS)		Budget Division (BD)/ Concerned Employee
1.2 Billing Statement / Statement of Account		Concerned Employee / General Service Division (GSD)
2. Janitorial / Security and other Service Provider		
2.1 Copy of ORS		BD / Concerned Employee
2.2 Duly signed and notarized Contract with Certificate of Availability of Funds		GSD /AD
2.3 Billing Statement/Statement of Account		Janitorial Service Provider
2.4 Duly Approved Daily Time Record		Janitorial Service Provider / GSD
2.5 Certification of Service 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 of duly approved appointment		Human Resources Management Division (HRMD)
3.1.3 Assignment order, if applicable		HRMD
3.1.4 Certified true copy of Oath of Office		HRMD / Concerned Employee
3.1.5 Certificate of Assumption		Concerned Employee

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

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

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

	<p>check if the creditors/payees have a current or savings account (CA/SA) with authorized MDS-GSB.</p> <p>-If with existing account, prepare EMDS</p> <p>-If none, issue a Letter of Introduction (LOI) for the opening of account and prepare LDDAP when accomplished.</p> <p>-Once, creditors are included in the LDDAP, request for a provisional receipt, subject to replacement of OR immediately after actual receipt of payment</p>	None	7 Working Days (Complex Transaction)	<i>Administrative Aide VI / Clerk, AD</i>
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			<i>Chief / Administrative Staff, AD</i>
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 (LS)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who May Avail:	Companies in the Upstream Energy Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request			Provided by the Applicant	
2. Copy of Valid Passport				
3. Certificate of Employment				
4. If employed by a company engaged by a subcontractor, endorsement from Service Contractor or Service Contractor to apply on his / her behalf				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmittal of Application to Records Management Division (RMD)	1.1 Receives the Application and referral thereof to the Office of the Director, Energy Resource Development Bureau (ERDB)	None	1 Calendar Day	<i>Records Officer, RMD</i>
	1.2 Director forwards application to concerned Division (PRDD, CNMD)		1 Calendar Day	<i>Director, ERDB</i>
	1.3 Staff conducts Technical Evaluation, conducts technical evaluation and prepares the recommendation.		2 Calendar Days	<i>Assigned staff of concerned division, ERDB</i>
	1.4 Approves and signs the technical evaluation and forwards to the concerned LS Division.		1 Calendar Day	<i>Director, ERDB</i>
	1.5 Prepares the Certificate of			<i>Concerned LS Division</i>

	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 Days	<i>Director, LS</i>
	1.7 Dry Seal and Releases COE to applicant		1 Calendar Day	<i>Records Officer, RMD</i>
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 Energy Legal Services Division (RELSD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	RE Service/Operating Contract Holder(s)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Initial offer letter from the RE Developer to the landowner which was rejected by the latter				
2. Land Due Diligence Study				
3. Property Appraisal		Government Financial Institution with adequate experience in property appraisal or an independent property appraiser accredited by the Bangko Sentral ng Pilipinas		
4. Supporting documents which may include but are not limited to: <ul style="list-style-type: none"> 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 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request addressed to the DOE for assistance to initiate expropriation proceedings	1.1 Transmittal of the request to the Legal Services			<i>Records Officer, Records Management Division</i>
	1.2 Endorsement to RELSD	None	1 Working Day	<i>Director, Legal Services</i>
	1.3 Checking for completeness of documents			<i>Concerned Personnel, Renewable</i>

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

Office or Division:	Renewable Energy Legal Services Division (RELSD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Renewable Energy (RE) Developer			
Who May Avail:	RE Service/Operating Contract Holder(s)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Rejected Final Offer Letter				
CLIENT STEPS	AGENCY 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	None		<i>Records Officer, Records Management Division</i>
	1.2 Endorsement to RELSD		1 Working Day	<i>Director, Legal Services</i>
	1.3 Checking for completeness of documents submitted based on the checklist			<i>Concerned Personnel, Renewable Energy Legal Services Division</i>
	1.4 Referral of the matter to the DOE Right-of-Way Task Force (ROW-TF)		1 Working Day	
	1.5 Evaluation and deliberation of the request		7 Working Days	<i>ROW-TF</i>
	1.6 Transmittal of the ROW-TF decision to LS		1 Working Day	<i>ROW-TF</i>
	1.7 Preparation of the endorsement letter to the OSG for expropriation		4 Working Days	<i>Concerned Personnel, RELSD</i>
	1.8 Endorsement to the Assistant		1 Working Day	<i>Director, Legal Services</i>

	Secretary Supervising Legal Services			
	1.9 Approval and signing of the endorsement letter		4 Working Days	<i>Supv. Assistant Secretary</i>
	1.10 Delivery of the endorsement letter to the OSG		1 Working Day	<i>Concerned Personnel, RELSA</i>
Total Number of Days		20 Working Days		



Legal Services

Internal Services



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

Walk-In transaction only.

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE Employees and Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Order		Proper Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Travel Authority	1.1. Issuance of Certificate of No Pending Case	None	1 Working Day	<i>Assigned Staff, GLSD</i>
	1.2. Signature			<i>Division Chief, GLSD</i>
	1.3 Releasing and Recording			<i>Assigned Staff, GLSD</i>
Total Number of Days		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.

Office or Division:	Consumer Welfare and Promotion Office (CWPO)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Individuals who are availing energy services and consuming energy products			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out complaint form (for walk-in complainants)		Consumer Welfare Promotion Office (CWPO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodging of complaints	1.1 Receive complaints	None	0.5 Working Day	<i>Admin Aide / Assigned CWPO staff</i>
	1.2 Evaluate			<i>Division Chief / Assigned CWPO staff</i>
	1.3 Take Action / Endorse to other DOE unit/attached agency/stakeholder		19 Working Days	<i>Admin Aide / Assigned CWPO staff</i>
	1.4 Approve the Resolution		0.5 Working day	<i>Division Chief, CWPO</i>
2. Client concurrence with the resolution (for walk-in complainants)	2.1 Release and Record the transaction			<i>Admin Aide / Assigned CWPO staff</i>
Total Number of Days		20 Working Days		

**INVESTMENT PROMOTION OFFICE
(IPO)**



SUMMARY

Investment Promotion Office (IPO)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL SERVICES		
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-Citizen / Government-2-Business / Government-2-Government			
Who May Avail:	Individuals / entities who seek investment assistance			
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Investor requests for information via e-mail	1.1 IPO Staff records the transaction in the IASR System	N / A		<i>Chief / Staff, IPO</i>
	1.1.1 If 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 Request Feedback Form			
	1.1.1.1 If the information is available at the IPO, and the IPO Staff responds to the e-mail, IPO Staff			

	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 and transmits the info to IPO			<i>Concerned Unit/s</i>
	1.1.3.1 If the IPO Chief responds to the email, IPO Chief / Staff sends the information via e-mail with the link to the DOE-IPO Investor and Assistance and Support Request Feedback Form			<i>Chief / Staff, IPO</i>
	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 be sent to the investor			<i>Chief, IPO</i>

	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			<i>Chief / Staff, IPO</i>
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			<i>Investor / IPO Staff</i>
Total Number of Days	If the info is available at IPO	2 Working Hours		
	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
1. Investor requests meeting through telephone or email / SMS / Viber	1.1 IPO Chief / Staff records the transaction in the IASR System	N / A		Chief / Staff, IPO
	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			

	the DOE-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-Business and Government-2-Government			
Who May Avail:	Media			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.	None	0.25 Working Day	<i>Public Affairs Head / Public Relations Officers</i>
	1.1.1 Confirm the Request			<i>Public Affairs Head</i>
	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 interview and		0.50 Working Day	<i>Public Relations Officers</i>

	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	<i>Public Relations Officers</i>
Total Number of Days		1 Working Day		



Public Inquiries

This applies to all inquiries from media and stakeholders.

Office or Division	Public Affairs Office (PAO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business and Government-2-Government			
Who May Avail:	Public			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	<i>Requesting Party/Public Affairs Office</i>
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			
Type of Transaction:	Government-2-Business and Government-2-Government			
Who May Avail:	Government Agencies, Universities, Media, Private Companies			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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.	None	1 Working Day	<i>Requesting Party / Public Affairs Office</i>
	1.2 PROs will forward request to the Public Affairs Head for response and signature.		2 Working Days	<i>Public Affairs Head</i>
	1.3 Signed letter will be transmitted by Public Affairs Officer to the requesting agency.		1 Working Day	<i>Public Relations Officers</i>
	1.4 Scanned copy will be sent via e-mail.		1 Working Day	
	1.5 Original copy will be sent via post.			
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 (PAO)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Business and Government-2-Government				
Who May Avail:	Electric Cooperatives, Local Government Units, and Private Companies				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Requesting Party 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).	None	0.50 Working Day	<i>Requesting Party / Public Affairs Office</i>	
	1.2 Public Affairs Head will assign a request to a Public Relations Officer.		0.50 Working Day	<i>Public Affairs Head</i>	
	1.3 Public Relations Officer will prepare initial draft of Secretary's Message.		5 Working Days		<i>Public Relations Officer</i>
	1.4 Writer will transmit initial draft to Public Affairs Head for initial approval.				
	1.5 Approved initial draft will be forwarded to the				

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

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:	Governement-2-Business	
Who May Avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by Applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the establishment; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. Supporting Documents (Certified True Copies)		
2.1 LTO OR/CR of Tank Truck/s		LTO
2.2 DOST Calibration Certificate for the Tank Truck/s		DOST
2.3 Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit		BFP
2.4 COC of Retail Outlet/s		Provided by Applicant
2.5 Payment of fee		
Notes:		
1. Original copy of the above documents shall be presented to 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 Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	N / A		<i>Officer of the day, Luzon Field Office</i>
	1.1.1 If complete, staff issues order of payment for fees (treasury) and order of submission (Records Management Division)			
	1.1.2 If incomplete, staff returns documents to client.			
2. Filing of application to 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, Luzon Field Office</i>

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		<i>LFO Collecting Officer</i>	
4. Submission of application to Office of the Director Records	4.1 Official Acceptance of application	N / A	0.5 Working Day	<i>Receiver, Office of the Director Records</i>	
	4.1.1 Endorses application to EIMD				
	4.2 Receives application and assigns to respective division		4.5 Working Days		<i>Admin Staff, Office of the LFO Director</i>
	4.3 Receives application and assigns to respective section/ personnel				<i>Admin Staff, Office of the Division Chief</i>
	4.4 Processes application and prepares Certification				<i>Science Research Specialist, Respective Division</i>
	4.5 Reviews the evaluation and action on the application of SCC				<i>Supv. SRS, Respective Division</i>
	4.6 Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC				<i>Division Chief, Respective Division</i>

	4.7 Reviews and endorses the application for Director's approval			<i>Acting Executive Assistant, Office of the LFO Director</i>
	4.8 Reviews and approves endorsed application		2 Working Days	<i>Director, Office of the LFO Director</i>
5. Receipt of Certification	5.1 Releases approved application to respective division			<i>Admin Staff, Office of the LFO Director</i>
	5.2 Encodes Certification			<i>Admin Staff, Respective Division</i>
	5.3 Releases application to the client			
	5.3.1 Files copy of the application and action for safekeeping			
	5.3.2 Provides copy to Office of the LFO Director Records			
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-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		Provided by Applicant
1.1	Filled-out and notarized application form complete with the following information: (1 copy)	
1.1.1	Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2	Location and complete address of the Retail Outlet; and	
1.1.3	Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)		
Supporting Documents for 1st Issuance		
3.	Authenticated copy of the valid Supply Agreement or original Supplier’s Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4.	Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)	Engineering Procurement Construction Contractor
5.	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by Applicant
6.	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier’s booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
7.	Latest photographs (in 5R size) showing:	Provided by Applicant

7.1	Full/front, right, and left side views of the retail outlet	
7.2	Required stickers/labels for RON, E10 and B2, among others	
7.3	Price display board	
7.4	Safety and informational signs	
8.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
9.	Payment of fee	Provided by Applicant
Supporting Documents for Renewal		
1.	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
a.	Business name, address, telephone number, fax number and e-mail address of the business office;	
b.	Location and complete address of the Retail Outlet; and	
c.	Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
3.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
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 B2, among others	Provided by Applicant
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
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for	

company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	N / A		<i>Officer of the day, Luzon Field Office</i>
	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)		<i>Division Chief or Director, Legal Services</i>
	2.2.1 If no pending case, notes continue processing of COC			
	2..2.2 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, Luzon Field Office</i>
4. Payment of applicable fees	4.1 Processes the payment and issues Official Receipt	Ack. of Notice – Php 500.00		<i>LFO Collecting Officer</i>

		Application Fee – Php. 3000.00		
5. Submission of application to LFO-Office of the Director Records	5.1 Official Acceptance of application	N / A	0.5 Working Day	<i>Receiver,</i> LFO-Office of the Director Records
	5.1.1 Endorses the application to EIMD			
	5.2 Receives application and assigns to respective division		9.5 Working Days	<i>Admin Staff,</i> Office of the LFO Director
	5.3 Receives application and assigns to respective section/ personnel			<i>Admin Staff,</i> Office of the Division Chief
	5.4 Processes application and prepares the COC			<i>Science Research Specialist,</i> Respective Division
	5.5 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		5 Working Days	<i>Acting Executive Assistant,</i> Office of the LFO Director
	5.8 Reviews and approves the endorsed application			<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

	respective division			
	6.2 Encodes the COC			<i>Admin Staff, Respective Division</i>
	6.3 Releases the application to client			
	6.3.1 Files copy of the application and action for safekeeping			
	6.3.2 Provides copy to Records Management Division			
Total Number of Days		20 Working Days		



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:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serve the fuel requirements of marine vessels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by Applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)		
3. Supporting Documents for 1st Issuance		
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
3.2 Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the issued by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet		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 per product (1 copy)	Provided by Applicant
3.5	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
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 copy)	Legal Services
6.	Payment of fee	Provided by applicant
7.	Supporting Documents for Renewal	
7.1	Filled-out and notarized application form 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 distributor/supplier with validity period (1 copy)	OIMB-registered distributor / supplier
10.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
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	
11.4	Safety and informational signs	

12. Photocopy of previous COC	Provided by Applicant			
13. Payment of Fee				
14. Reportorial Requirements (Under oath; submitted every 30 th day of January)				
14.1 Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant			
14.2 Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier			
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes				
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	N / A		<i>Officer of the day, Luzon Field Office</i>
	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 database if LFRO has record of pending case	Admin. Fine, if applicable		<i>Division Chief or Director. Legal Services</i>
	2.1.1 If no pending case, notes continue			

	processing of COC			
	2.1.2 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, Luzon Field Office</i>
4. Payment of Applicable fees	4.1 Processes payment and issues Official Receipt	Ack. of Notice – Php 500.00 Application Fee – Php. 3000.00		<i>LFO Collecting Officer</i>
5. Submission of application to the Office of the Director Records	5.1 Official Acceptance of application	N / A	0.5 Working Day	<i>Receiver, Office of the Director Records</i>
	5.1.1 Endorses application to EIMD			
	5.2 Receives application and assigns to respective division		9.5 Working Days	<i>Admin Staff, Office of the LFO Director</i>
	5.3 Receives application and assigns to respective section/ personnel			<i>Admin Staff, Office of the Division Chief</i>
	5.4 Processes application and prepares COC			<i>Science Research Specialist, Respective Division</i>
	5.5 Reviews the evaluation and action on the		5 Working Days	<i>Supv. SRS, Respective Division</i>

	application of SCC			
	5.6 Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC			<i>Division Chief, Respective Division</i>
	5.7 Reviews and endorses application for Director's approval		5 Working Days	<i>Acting Executive Assistant, Office of the LFO Director</i>
	5.8 Reviews and approves endorsed application			<i>Director, Office of the LFO Director</i>
6	Receipt of approved COC	6.1 Releases approved application to respective division		<i>Admin Staff, Office of the LFO Director</i>
	6.2 Encodes COC			<i>Admin Staff, Respective Division</i>
	6.3 Releases application to client			<i>Admin Staff, Respective Division</i>
	6.3.1 Files copy of the application and action for safekeeping			
	6.3.2 Provides copy to the Office of the LFO Director Records			
Total Number of Days		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-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) as a result of emerging technologies that address the proliferation of “bote-bote”.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
1.1.1	Business name, address, telephone number, fax number and e-mail address of the business office;	
1.1.2	Location and complete address of the Retail Outlet; and	
1.1.3	Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2.	A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)	
3. Supporting Documents for 1st Issuance		
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
3.2	Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose 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 Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1 copy)	Facilities and product safety certifying bodies
3.4	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by Applicant
3.5	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier’s booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
3.6	Latest photographs (in 5R size) showing:	Provided by Applicant
	a. Full/front, right, and left side views of the retail outlet	
	b. Required stickers/labels for RON, E10 and B2, among others	
	c. Price display board	
	d. Safety and informational signs	
3.7	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
3.8	Payment of fee	Provided by Applicant
4.	Supporting Documents for Renewal	
4.1	Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
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	
4.1.3	Name of dealer/retailer or authorized representative if	

	partnership/corporation/cooperative	
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	
	b. 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.	Reportorial Requirements (Under oath; submitted every 30th 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
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	N / A		<i>Officer of the day, Luzon Field Office</i>
	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 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		<i>Division Chief or Director, Legal Services</i>
	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, Luzon Field Office</i>
4. Payment of Applicable fees	4.1 Processes of payment and issues Official Receipt	Ack. of Notice – Php 500.00		<i>LFO Collecting Officer</i>

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

6. Receipt of approved COC	6.1 Releases approved application to respective division			<i>Admin Staff, Office of the LFO Director</i>
	6.2 Encodes COC			<i>Admin Staff, Respective Division</i>
	6.3 Releases application to client			
	6.3.1 Files copy of the application and action for safekeeping			
	6.3.2 Provides copy to the Director Records			
Total Number of Days		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 Office	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of distribution of LPG	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Mayor's / Business Permit		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 with or Certificate from brand-owner (SCC-holder)		Agreement with oil companies - Provided by applicant
2.5 List of trained and qualified personnel/servicemen (Submit Certificate of Training)		In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)

2.6 Names and addresses of authorized retailers	Provided by applicant			
2.7 List of vehicles (model, make, plate number, capacity)				
3 Supporting Documents (for Renewal)				
3.1 Registration of Business from DTI, if expired or SEC Registration, if there's an amendment	DTI or SEC			
3.2 Mayor's / Business Permit, if expired	LGUs for every municipality			
3.3 Supply Agreement with or Certificate from brand-owner (SCC-holder), if expired	Provided by applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO OD or received at the DOE Records	1.1 Reviews completeness of documents against checklist of requirement	N / A		<i>Officer of the day/Assigned Staff, Luzon Field Office</i>
	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 documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, 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	Processes payment and issues Official Receipt	Ack. of Notice / Engagement on the DOI – Php 500.00		<i>LFO Collecting Officer</i>
	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 the LFO Director Records	4.1	Official acceptance of application	N / A	0.5 Working Day	<i>Receiver, Office of the Director Records</i>
	4.2	Endorses application to EIMD			
	4.3	Receives application and assigns to respective division		0.5 Working Day	<i>Admin Staff, Office of the LFO Director</i>
	4.4	Staff stamps received applications with both date and time and a unique control number			
	4.5	Official acceptance of application for the issuance of SCC for LPG est.	N / A	8 Working Days	<i>Receiver, LFO – Energy Industry Management Division (EIMD)</i>
	4.6	Endorses application to assigned processor for the issuance of SCC			<i>Officer of the day/assigned staff, EIMD</i>
	4.7	Processes application for the issuance of SCC	N / A	5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.8	Reviews the evaluation and action on the application of SCC			<i>Supv. SRS, EIMD</i>
	4.9	Reviews the evaluation and action on the application, and endorses to the Office of the Bureau Director, SCC		<i>Division Chief, EIMD</i>	
	4.10	Reviews and endorses the		5 Working Days	<i>Acting Executive Assistant,</i>

	SCC application for Director's approval			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 client		1 Working Day	<i>Admin Staff,</i> <i>EIMD</i>
	5.3 Files copy of the application and action for safekeeping			
	5.4 Provides copy to the LFO Office of the Director Records			
Total Number of Days			20 Working Days	



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 Office	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders from one place to another;	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Mayor's / Business Permit		LGUs for every municipality – provided by applicant
2.3 Conveyance Permit from the Bureau of Fire Protection		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 for the transport of bulk LPG (make/model, capacity, OR/CR, plate number and DOST Calibration Certificate of each)	Provided by applicant, DOST for calibration certificate			
2.6 List of delivery trucks/vehicles for the transport of LPG in cylinders (make/model, plate number and capacity, OR/CR)	Provided by applicant			
3. Supporting Documents (for Renewal)	DTI or SEC			
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	LGUs for every municipality			
3.3 Hauling Contract, if expired	Provided by applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO OD or received at the DOE Records	1.1 Reviews the completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, Luzon Field Office</i>
	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 documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, 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	Processes the payment and issues Official Receipt	Ack. of Notice / Engagement on the DOI – Php 500.00		<i>LFO Collecting Officer</i>
	3.2	Unpaid application shall not be received	SCC for LPG Est. for 3		

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

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



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-Business	
Who May Avail:	Entities intending to engage in sale of LPG whether in bulk or retail, under its own name	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Registration of Brand from Intellectual Property Office (IPO)		Intellectual Property Office – provided by applicant
2.3 Mayor's / Business Permit		LGUs for every municipality – provided by applicant
2.4 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP) – provided by applicant

2.5 Permit to Operate Unfired Pressure Vessel from the Department of Labor and Employment (DOLE)	Department of Labor and Employment (DOLE) – provided by applicant			
2.6 Supply Contract / Agreement with SCC-holder (if without refilling facility)	Provided by applicant			
2.7 List of trained and qualified personnel/servicemen (Submit Certificate of Training)	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)			
2.8 Names and addresses of dealers/authorized retailers	Provided by applicant			
2.9 List of vehicles used for the LPG business (model, make, plate number, capacity)	Provided by applicant			
3. Supporting Documents (for Renewal)	DTI or SEC			
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	LGUs for every municipality			
3.3 Supply Contract or refilling agreement with SCC-holder (if without refilling facility), if expired	Provided by applicant			
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO OD or received at the DOE Records	1.1 Reviews the completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, Luzon Field Office</i>
	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 documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, 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	Processes payment and issues of Official Receipt	Ack. of Notice / Engagement on the DOI – Php 500.00		<i>LFO Collecting Officer</i>
	3.2	Unpaid application shall not be received	SCC for LPG Est. for 3 years (New		

	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	N / A	0.5 Working Days	<i>Receiver, Office of the LFO Director Records</i>
	4.2	Endorses application to EIMD			0.5 Working Days
	4.3	Receives application and assigns to respective division		0.5 Working Days	
	4.4	Staff stamps approved application 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 est.		8 Working Days	
	4.6	Endorses application to assigned processor for the issuance of SCC			5 Working Days
	4.7	Processes the application for the issuance of SCC		5 Working Days	
	4.8	Reviews the evaluation and action on the application of SCC			
	4.9	Reviews the evaluation and			

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



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:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of Refilling of LPG	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
2.2 Mayor's / Business Permit		LGUs for every municipality
2.3 Fire Safety Inspection Certificate for Occupancy (for newly constructed facility)		Bureau of Fire Protection (BFP)
2.4 Permit to Operate Unfired Pressure Vessel from the Department of Labor and Employment (DOLE)		Department of Labor and Employment (DOLE)
2.5 Supply Contract / 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)	Provided by applicant		
2.8	List of trained and qualified personnel/servicemen (Submit Certificate of Training)	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)		
2.9	List of Clients/Customers	Provided by applicant		
2.10	List of vehicles (model, make, plate number, capacity)	Provided by applicant		
3.	Supporting Documents (for Renewal)	DTI or SEC		
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	LGUs for every municipality		
3.3	Supply Agreement, if expired	Provided by Applicant		
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO OD or received at the DOE Records	1.1 Reviews the completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, Luzon Field Office</i>
	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 documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, 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	Processes the payment and issues Official Receipt	Ack. of Notice / Engagement on the DOI – Php 500.00 SCC for LPG Est. for 3 years (New Application)		<i>LFO Collecting Officer</i>

		– Php 3,000.00 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 application to the LFO Director Records	4.1	Official acceptance of application	N / A	<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		
	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		<i>Officer of the day/assigned staff,</i> EIMD

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



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:	Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of selling LPG directly to a consumer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Provided by Applicant
1.1 Filled-out and notarized application form complete with the following 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		
2. Supporting Documents (1st Issuance)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) – provided by applicant
2.1 Registration of Business from DTI or SEC		
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 Supply Agreement with or Certificate from SCC-holder (dealer/marketer)		Agreement with oil companies - Provided by Applicant

2.5	List of vehicles (model, make, plate number, capacity)	Provided by Applicant		
3.	Supporting Documents (for Renewal)	DTI or SEC		
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	LGUs for every municipality		
3.3	Supply Agreement with or Certificate from SCC-holder (dealer/marketer), if expired	Provided by Applicant		
*Original copy of above documents must be presented for authentication process				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Applications may be filed via walk-in, mailed to the DOE-LFO or received at the DOE Records			<i>Officer of the day/Assigned Staff, Luzon Field Office</i>
	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			

		documents to applicant			
2. Checking of pending cases	2.1	Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2	If no pending case, 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 / Engagement on the DOI – Php 500.00 SCC for LPG Est. for 3 years (New Application) – Php 3000.00 SCC for LPG Est. for 3 years (Renewal) –		<i>LFO Collecting Officer</i>

		Php 2500.00			
	3.2 Unpaid application shall not be received	N / A			
	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, Office of the LFO Director Records</i>	
	4.2 Endorses application to EIMD				
	4.3 Receives application and assigns to respective division		0.5 Working Day	<i>Admin Staff, Office of the LFO Director</i>	
	4.4 Staff stamps received applications with both date and time and a unique control number				
	4.5 Official acceptance of application for the issuance of SCC for LPG est.			<i>Receiver, LFO-Energy Industry Management Division (EIMD)</i>	
	4.6 Endorses application to assigned processor for the issuance of SCC			<i>Officer of the day/assigned staff, EIMD</i>	
	4.7 Processes application for the issuance of SCC			8 Working Days	<i>Science Research Specialist, EIMD</i>

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

VISAYAS FIELD OFFICE
(VFO)



SUMMARY

Visayas Field Office (VFO)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL 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 Resource Development and Utilization Division	
Classification	Complex Transaction	
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 REQUIREMENTS		WHERE TO SECURE
A. For Safety Engineer		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	VFO-ERDUD	
2. Originally Signed Resume	Client	
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the VFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		
8. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-VFO or bank Application Fee Php 550.00	
B. For Safety Inspector		
1. Filled-up ERDB Form No. DOE-ERDB-QF-001	VFO-ERDUD	
2. Originally Signed Resume	Client	
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		
5. Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		
6. Any of the following:		

a. Certified True Copy of Diploma for Mining Engineering Course				
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-VFO or bank Application Fee = Php 550.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	<i>Records Officer, VFO</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD		1 Working Day	<i>Records Officer, VFO</i>

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



Issuance of Standards Compliance Certificate (SCC) for Liquefied 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 Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-QF-10 Service Request Form) (1 copy)		Officer of the Day / Frontline Services / Processors		
2. DOE-VFO-EIMD-QF-00 (DOE SCC/COC Clearance of No Pending Case)				
3. DOE-VFO-EIMD-QF-23 (SCC Application Form)				
4. SCC Requirements: <ul style="list-style-type: none"> • 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 LPG Dispensing Station) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Process or <ul style="list-style-type: none"> • Notarized Application Form • Affidavit of Undertaking 	1.1 Receives and checks the completeness of the submission	N / A		

<ul style="list-style-type: none"> • Supply Agreement • Notarized Statement of Facility PNS Compliance • Detailed Layout Plan Pictures 				
	<p>1.2 If the above submissions are complete and valid, the Processor issues another Application Checklist (see Appendix A) for compliance of the Applicant that includes the following:</p> <ul style="list-style-type: none"> • Request for Legal Clearance • Order of Payment <p>(The issuance of the above two requirements is in order, i.e., payment cannot be processed without a Legal Clearance)</p>			<p><i>Assigned Staff / Receiver / Officer of the-Day, Energy Industry Management Division</i></p>
<p>2. The Applicant submits the Request for Legal Clearance to the Legal Section</p>	<p>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</p>	<p>N / A</p>		<p><i>Legal Section</i> * Issuance of Legal Clearance is included in a separate internal process</p>

		prior to the issuance of Legal Clearance.			
3. Payment of Required Fees	3.1	The Cashier receives the Order of Payment and may process provided the following are presented: <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment 	Ack. Fee PhP 500.00 SCC 1st Issuance: PhP 3,000.00 SCC Renewal: PhP 2,500.00		
	3.2	For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment			<i>Collection Officer</i>
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: <ul style="list-style-type: none"> • Notarized Application Form 	5.1	Upon receipt, and found in order, valid and complete, the Applicant shall be issued a Claim Slip. The Claim Slip shall be		1 Working Day	<i>Receiver / Officer of the-Day</i>

<ul style="list-style-type: none"> • Notarized Application Form • Affidavit of Undertaking • Supply Agreement • Notarized Statement of Facility PNS Compliance • Detailed Layout Plan • Pictures • Legal Clearance • Official Receipt of Payment 	<p>presented when claiming the documents by the Applicant or authorized representative .</p>			
	<p>5.2 The application shall be turned over to the Processor for processing</p>			
	<p>5.3 The application shall be turned over to the Processor for processing</p>			
	<p>5.4 Staff thoroughly assesses based on the provisions of the <i>DOE Department Circular DC 2014-01-0001</i> or the LPG Industry Rules, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas</p>		<p>10 Working Days</p>	<p><i>Assigned Staff</i></p>

	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate (In case the application needs resubmission of the required documents for		5 Working Days	<i>Supervising SRS / Division Chief</i>

	<p>clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.)</p> <p>(When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.)</p>			
	<p>5.8 The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>(In case the application shall be disapproved by the Director, the documents shall be returned to the</p>		3 Working Days	<i>Director</i>

	Chief SRS with the reason of disapproval clearly written.)			
	5.9 The approved / duly signed documents shall be returned to the Processor.		1 Working Day	
	<p>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:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant, upon presentation of the Claim Slip.]</p> <p>The Validation Form shall be</p>			<i>Assigned Staff</i>

	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 approved / signed Certificate	6.1 The documents shall be released upon presentation of Claim Stub, or valid identification or proper / valid Certification / Authoritarian.			<i>Assigned Staff</i>
	6.2 For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.			
Total Number of Days		20 Working Days		



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Entities involved in coal purchasing and utilization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		VFO-ERDUD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Technical specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 5,000.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents and proof of payment – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment		1 Working Day	<i>Records Officer, VFO</i>
	1.2 VFO Records Officer transmits the received		1 Working Day	<i>Records Officer, VFO</i>

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

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



Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Entities involved in coal trading activities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the storage facility is located
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-VFO or bank Application Fee – Php 3,500.00
FOR COAL OPERATING CONTRACT (COC) HOLDER	
1. Request letter	Client
2. Other Supporting and relevant documents that the DOE may find	

necessary for the proper evaluation of application				
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER				
1. Request letter				Client
2. Copy of the approved and duly conformed SSCMP				
3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR LOGISTICS SERVICE PROVIDER (LSP)				
1. Application letter				Client
2. Duly accomplished application form (ERDB Form No. 2011-1)				ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)				SEC, DTI, CDA
4. Current Business Permit				City/municipality where the office/storage facility is located
5. List of authorized drivers				Client
6. List of vehicles with plate number and copy of OR/CR				
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				Accredited Coal Trader/Registered Coal End-User
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				Client
9. Copy of Official Receipt or validated deposit slip for the payment of application fee				DOE-VFO or bank Application Fee – Php 3,500.00
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – VFO	1.1 VFO Records Officer receives the complete documents with Official		1 Working Day	<i>Records Officer, VFO</i>

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

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Accredited Coal Traders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	VFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the storage facility is located
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-VFO or bank Application Fee – Php 3,500.00
FOR COAL OPERATING CONTRACT (COC) HOLDER	
1. Request letter	Client

2. Current Business Permit	City/municipality where the COC area/storage facility is located
3. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
4. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER	
1. Request letter	Client
2. Copy of the approved and duly conformed SSCMP	
3. Current Business Permit	City/municipality where the permit area/storage facility is located
4. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Current Business Permit	City/municipality where the office/storage facility is located
5. LSP report (1 year from date of accreditation)	Client
6. List of authorized drivers	
7. List of vehicles with plate number and copy of OR/CR	
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User

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

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

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



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-Business	
Who May Avail:	Downstream Oil related business / activities	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> • DOE-VFO-QF-10 Service Request Form) (1 copy) 	Officer of the Day / Frontline Services / Processors	
<ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-00 (DOE SCC/COC Clearance of No Pending Case) 		
<ul style="list-style-type: none"> • For LFRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-04 (Application Form) • DOE-VFO-EIMD-QF-05 (Checklist) • DOE-VFO-EIMD-QF-06 (Affidavit of Undertaking) 		
<ul style="list-style-type: none"> • For MRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-08 (Application Form) • DOE-VFO-EIMD-QF-09 (Checklist) • DOE-VFO-EIMD-QF-10 (Affidavit of Undertaking) 		
<ul style="list-style-type: none"> • For TERO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-11 (Application Form) • DOE-VFO-EIMD-QF-12 (Checklist) • DOE-VFO-EIMD-QF-13 (Affidavit of Undertaking) 		
<ul style="list-style-type: none"> • For TSRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-14 (Application Form) • DOE-VFO-EIMD-QF-15 (Checklist) 		

• DOE-VFO-EIMD-QF-16 (Affidavit of Undertaking)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor <ul style="list-style-type: none"> • 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	N / A		<i>Assigned Staff / Receiver / Officer of the-Day, Energy Industry Management Division</i>
	1.2 If the above submissions are complete and valid, the Processor issues another Application Checklist (see Appendix A) for compliance of the Applicant that includes the following: <ul style="list-style-type: none"> • 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)			
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 prior to the issuance of Legal Clearance.	N / A		<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 provided the following are presented: <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment 	Ack. Fee PhP 500.00 COC 1st Issuance: PhP 3,000.00 COC Renewal: PhP 2,500.00		<i>Collection Officer</i>
	3.2 For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment			
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:	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.		
<ul style="list-style-type: none"> • 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 Payment 			1 Working Day	<i>Receiver / Officer of the-Day</i>
	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 processing		
	5.4	Staff thoroughly assesses based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the</i>		
			10 Working Days	<i>Assigned Staff</i>

	<i>Revised Retail Rules</i> , and accepted standards and issuances related to the business of retailing liquid fuels			
	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate 		5 Working Days	<i>Supervising SRS / Division Chief</i>

	<p>(In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.)</p> <p>(When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.)</p>			
	<p>5.8 The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>(In case the application shall be disapproved by the Director, the documents shall be returned to the</p>		<p>3 Working Days</p>	<p><i>Director</i></p>

	Chief SRS with the reason of disapproval clearly written.)			
	5.9 The approved / duly signed documents shall be returned to the Processor.		1 Working Day	
	<p>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:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant, upon presentation of the Claim Slip.]</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI</p>			<i>Assigned Staff</i>

		Database shall be updated on the issuance.			
6. Receiving of the approved / signed Certificate	6.1	The documents shall be released upon presentation of Claim Stub, or valid identification or proper / valid Certification / Authoritarian.			<i>Assigned Staff</i>
	6.2	For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.			
Total Number of Days			20 Working Days		



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 Technical Transaction					
Type of Transaction:	Government-2-Business					
Who May Avail:	Downstream Oil related business / activities					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
<ul style="list-style-type: none"> 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-01 (Checklist of Requirements for Securing Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation) (1 copy) DOE-VFO-EIMD-QF-03 (Affidavit of Undertaking) 		Officer of the Day / Frontline Services / Processors				
CLIENT STEPS	AGENCY ACTIONS				FEES TO BE PAID	PROCESSING TIME
PERSON RESPONSIBLE						
1. The Applicant submits the required documents to the Receiver/Processor <ul style="list-style-type: none"> Notarized Application Form Affidavit of Undertaking Supply Agreement Notarized Statement of Facility 	1.1 Receives and checks the completeness of the submission				N / A	

<p>PNS Compliance</p> <ul style="list-style-type: none"> Detailed Layout Plan Pictures 				<p><i>Assigned Staff / Receiver / Officer of the-Day, Energy Industry Management Division</i></p>
	<p>1.2 If the above submissions are complete and valid, the Processor issues another Application Checklist (see Appendix A) for compliance of the Applicant that includes the following:</p> <ul style="list-style-type: none"> Request for Legal Clearance Order of Payment <p>(The issuance of the above two requirements is in order, i.e., payment cannot be processed without a Legal Clearance)</p>			
<p>2. The Applicant submits the Request for Legal Clearance to the Legal Section</p>	<p>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 prior to the issuance of Legal Clearance.</p>	<p>N / A</p>		<p><i>Legal Section</i> * Issuance of Legal Clearance is included in a separate internal process</p>
<p>3. Payment of Required Fees</p>	<p>3.1 The Cashier receives the Order of Payment and may process</p>	<p>Ack. Fee Php 500.00</p>		

	<p>provided the following are presented:</p> <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment 			<i>Collection Officer</i>
	3.2 For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment			
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: <ul style="list-style-type: none"> • 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 Working Day	<i>Receiver / Officer of the-Day</i>

<ul style="list-style-type: none"> • 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 processing			
	5.4 Staff thoroughly assesses based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the Revised Retail Rules</i> , and accepted standards and issuances related to the business of retailing liquid fuels		10 Working Days	<i>Assigned Staff</i>
	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			

	<p>review submission:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant Certificate 			
	<p>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:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>(In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.)</p>		5 Working Days	<i>Supervising SRS / Division Chief</i>

	(When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.)			
	<p>5.8 The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>(In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.)</p>		3 Working Days	<i>Director</i>
	5.9 The approved / duly signed documents shall be returned to the Processor.		1 Working Day	

	<p>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:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant, upon presentation of the Claim Slip.]</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.</p>			<i>Assigned Staff</i>
6. Receiving of the approved / signed Certificate	6.1 The documents shall be released upon presentation of Claim Stub, or valid			<i>Assigned Staff</i>

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



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

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

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

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



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

Office or Division	VFO – Energy Resource Development and Utilization Division
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who May Avail	Interested individuals
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:	WHERE TO SECURE
1. Application Letter addressed to VFO director and signed by the Applicant or any Authorized Representative	Client
2. Filled-out Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.3 Barangay Captain and; 6.4 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
a. Computation of Coal Reserves	
b. Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.4 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	
7.7 Detailed Mine Plan, Scale 1:1000	
7.8 Production Cost per metric ton	
7.9 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	DOE-VFO or bank
9. Operating Agreement	
10. Contract of Purchase and Sale	Application Fee Php 1,000.00 per hectare or fraction thereof
11. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	

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

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

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

14. 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
INTERNAL 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
16. 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 <ul style="list-style-type: none"> a. If there is no violation b. If both EIMD Chief SRS and MFO Director have no comments c. If either EIMD Chief SRS and MFO Director have no comments d. If both EIMD Chief SRS and MFO Director have no comments 	1 Working Day 14 Working Days 15 Working Days 16 Working Days	Highly Technical



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-2-Business
Who May Avail	Downstream Oil related business / activities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application indicating the following (1 copy)	Officer of the Day / Frontline Services / Processors
1.1 Company Details	
1.1.1 Business name	Provided by applicant
1.1.2 Address	
1.1.3 Telephone/Fax Number	
1.1.4 Email Address	
1.1.5 Name of Authorized Representative/Signatory	
1.2 Shipment Details	
1.2.1 Product Type	Provided by applicant
1.2.2 Quantity of Cargo (in KL/ CBM/ KB/bbl)	
1.2.3 Supplier /Buyer & Address	
1.2.4 Loadport	
1.2.5 Estimated Date of Loading (ETL)	
1.2.6 Estimated Date of Arrival (ETA)	
1.2.7 Disport	
1.2.8 Name of Vessel	
1.2.9 Flag of Vessel/ Voyage Number	

1.3 Estimated Price				
1.3.1 FOB Price		Provided by applicant		
1.3.2 Insurance Cost				
1.3.3 Freight Cost				
2. Proforma Invoice (1 copy)		Provided by Supplier		
3. Product Guaranteed Specs/Certificate of Quality from Supplier (1 Copy)		Provided by Supplier		
4. For avgas, slop/used/waste oils, sludges and similar petroleum products/by- products, clearance from the EMB/DENR pursuant to RA 6969, "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" (1 copy)				
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)				
7. For export of crude/petroleum products: Export Manifest and Release Certificate (1 copy)				
8. Bill of Lading (1 copy) Commercial Invoice (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application	1.1 Receiving of application/ Document	None	0.50 Working Day	SRA, EIMD
	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

	2.3 Review the Endorsement Letter			<i>Supv. SRS / Chief SRS, EIMD</i>
	2.4 Approve the Endorsement Letter		0.38 Working Day	<i>Director, MFO</i>
	2.5 Endorse to OIMB		1 Working Day	<i>SRS, EIMD</i>
Total Number of Days			3 Working Days	



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

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Citizen	
Who May Avail	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:		WHERE TO SECURE
A. For Safety Engineer		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	MFO Office – DOE Website	
2. Originally Signed Resume	Client	
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the MFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		
8. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-MFO or bank Application Fee Php 550.00	
B. For Safety Inspector		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	MFO Office – DOE Website	
2. Originally Signed Resume	Client	
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		
5. Letter Addressed to the MFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		

6. Any of the following:				
a. Certified True Copy of Diploma for Mining Engineering Course				
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/ Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-MFO or bank Application Fee Php 550.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment – Mindanao Field Office (MFO)	1.1 MFO Records Officer receives the complete documents with Official Receipt/ Proof of Payment		1 Working Day	Records Officer, MFO
	1.2 MFO Records Officer transmits the received documents with Document		1 Working Day	

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Entities involved in coal purchasing and utilization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		MFO-ERDUD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Technical specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-MFO or bank Application Fee – Php 5,000.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of 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, MFO</i>

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

	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, MFO</i>
	1.6 MFO-OD reviews and approves the application		3 Working Days	<i>Director, MFO</i>
	1.7 MFO-OD transmits the approved CEUR to ERDUD		1 Working Day	<i>Admin. Staff, Office of the Director</i>
	1.8 ERDUD records the approved CEUR		1 Working Day	<i>Records Officer, ERDUD</i>
	1.9 MFO Records Officer releases the approved CEUR thru mail/pick-up		1 Working Day	<i>Records Officer, MFO</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities involved in coal trading activities	
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:		WHERE TO SECURE
1. Application letter	Client	
2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD	
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA	
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier	
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB	
6. Current Business Permit	City/municipality where the storage facility is located	
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client	
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 3,500.00	
FOR COAL OPERATING CONTRACT (COC) HOLDER		
1. Request letter	Client	
2. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		

FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER	
1. Request letter	Client
2. Copy of the approved and duly conformed SSCMP	
3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
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, CDA			
3. Current Business Permit	City/municipality where the office/storage facility is located			
4. List of authorized drivers	Client			
5. List of vehicles with plate number and copy of OR/CR				
6. 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			
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client			
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 3,500.00			
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, MFO</i>

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

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



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

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Accredited Coal Traders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the storage facility is located
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-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
3. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
4. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER	
1. Request letter	Client
2. Copy of the approved and duly conformed SSCMP	
3. Current Business Permit	City/municipality where the permit area/storage facility is located
4. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Current Business Permit	City/municipality where the office/storage facility is located
5. LSP report (1 year from date of accreditation)	Client
6. List of authorized drivers	
7. List of vehicles with plate number and copy of OR/CR	
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User

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

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

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



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"

Office or Division:	MFO - Energy Industry Management Division (EIMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
Supporting Documents for 1st Issuance		
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)		OIMB-registered distributor/ supplier
4. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)		Engineering Procurement Construction Contractor
5. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)		Provided by applicant
6. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)		Engineering Procurement Construction Contractor

7.	Latest photographs (in 5R size) showing:	Provided by Applicant
7.1	Full/front, right, and left side views of the retail outlet	
7.2	Required stickers/labels for RON, E10 and B2, among others	
7.3	Price display board	
7.4	Safety and informational signs	
8.	DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
9.	Payment of fee	Provided by Applicant
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 partnership/corporation/cooperative	
2.	Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
3.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4.	DOE 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	
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
Notes:		
1.	Original copy of the above documents shall be presented to OIMB for authentication purposes	
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for	

corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/Logging	N / A		<i>Officer of the day, EIMD</i> <i>Online Evaluator, EIMD</i>
	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.			
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)		<i>Chief SRS, EIMD</i> <i>Director, MFO</i> <i>Legal Officer, MFO</i>
	2.2.1 If no pending case, note continue processing of COC			
	2.2.2 If with pending case, note hold in abeyance processing of COC			
3. Filing of application	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		<i>Staff, EIMD</i>
4. Payment of applicable fees	4.1 Processing of payment and	1. New Application:		<i>Collecting Officer, MFO</i>

	issuance of Official Receipt	1.1 Ack. of 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. Submission of application	5.1 Receipt of application and assignment to respective division	N / A	1 Working Day	<i>Admin. Staff, MFO</i>
	5.2 Receipt of application and assignment to respective section/ personnel			<i>SRS, EIMD</i>
	5.3 Encoding of payment to database			
	5.4 Processing of application and preparation of COC		10 Working Days	<i>SRS, EIMD</i>
	5.5 Encoding of the COC			
	5.6 Review of the evaluation and action on the application			<i>Chief SRS, EIMD</i>
	5.7 Review and endorsement of application for Director's approval		9 Working Days	<i>Director, MFO</i>
	5.8 Review and approval of endorsed application			<i>Assistant Director, OIMB-OD</i>

6. Receipt of approved COC	6.1 Release of COC to client			<i>SRS, EIMD</i>
	6.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
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-MFO EIMD issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who May Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. OIMB/FO duly acknowledged format letter- request containing the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.2 Location and complete address of the Retail Outlet; and	
1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)	Provided by Applicant
3. Valid Membership Agreement of the fleet (1 copy)	Provided by Applicant
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	DOE - OIMB-registered distributor/ supplier
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles	LGU

6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:	Provided by Applicant
6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by Applicant
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
10. Latest photographs (in 5R size) showing: 10.1 Full/front, right, and left side views of the retail outlet 10.2 Required stickers/labels for RON, E10 and B2, among others 10.3 Safety and informational signs	Provided by Applicant
11. DOE Clearance of No Pending Case (1 copy)	MFO Legal Officer / Chief SRS, EIMD
12. Payment of Fee	Provided by Applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	

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

	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, MFO</i>
4. Submission of application	4.1 Receipt of application and assignment to respective division	None	1 Working Day	<i>Admin. Staff, MFO</i>
	4.2 Receipt of application and assignment to respective section/ personnel			<i>SRS, EIMD</i>
	4.3 Encoding of Payment to Database			
	4.4 Processing of application and preparation of CNC		10 Working Days	<i>SRS, EIMD</i>
	4.5 Encoding of CNC			
	4.6 Review of the action on the evaluated application		9 Working Days	<i>Supv. SRS, EIMD</i>
	4.7 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.8 Review and approval of endorsed application			<i>Director, MFO</i>
5. Receipt of approved CNC	5.1 Release of CNC to client	None		<i>SRS, EIMD</i>

	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days		20 Working Days		



Issuance of Certification for Hauler (Retail Outlet-Own Use)

Issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. OIMB/FO duly acknowledged format letter- request containing the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.2 Location and complete address of the Retail Outlet; and	
1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)	Provided by applicant
3. Valid Membership Agreement of the fleet (1 copy)	Provided by applicant
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	DOE - OIMB-registered distributor/ supplier
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles	LGU

6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:	Provided by applicant
6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
10. Latest photographs (in 5R size) showing: 10.1 Full/front, right, and left side views of the retail outlet 10.2 Required stickers/labels for RON, E10 and B2, among others 10.3 Safety and informational signs	Provided by applicant
11. DOE Clearance of No Pending Case (1 copy)	MFO Legal Officer / Chief SRS, EIMD
12. Payment of Fee	Provided by applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	

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

	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, MFO</i>
4. Submission of application	4.1 Receipt of application and assignment to respective division	None	1 Working Day	<i>Admin. Staff, MFO</i>
	4.2 Receipt of application and assignment to respective section/ personnel			<i>SRS, EIMD</i>
	4.3 Encoding of Payment to Database			
	4.4 Processing of application and preparation of CNC		10 Working Days	<i>SRS, EIMD</i>
	4.5 Encoding of CNC			
	4.6 Review of the action on the evaluated application		9 Working Days	<i>Supv. SRS, EIMD</i>
	4.7 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.8 Review and approval of endorsed application			<i>Director, MFO</i>
5. Receipt of approved CNC	5.1 Release of CNC to client	None		<i>SRS, EIMD</i>

	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days		20 Working Days		



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

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Citizen	
Who May Avail	Interested individuals	
CHECKLIST OF REQUIREMENTS Submit 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	Client	
2. Filled out Application Form		
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer		
4. Technical Description		
5. Lot Data Computation		
6. 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	Client	
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		

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
1. 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, MFO</i>
	1.2 MFO Records Officer transmits the received documents with Document Tracking System (DTS) to MFO-OD		1 Working Day	
	1.3 MFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	<i>Admin. Staff, Office of the Director</i>
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	<i>Sr. SRS/SRS II, ERDUD</i>
	1.5 ERDUD reviews and approves the evaluated SSCMP application		1 Working Day	<i>Supv. SRS/ Chief SRS, ERDUD</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director			<i>Director, MFO</i>
	1.5.2 If approved, ERDUD endorses the application to MFO-OD for review and approval			<i>Chief SRS, ERDUD</i>
	1.6 MFO-OD reviews and approves the evaluated SSCMP application		2 Working Days	<i>Director, MFO</i>

	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, Office of the Director</i>
	1.7 ERDUD records the approved SSCMP		1 Working Day	<i>Records Officer, ERDUD</i>
	1.8 MFO Records Officer releases the approved SSCMP thru mail/pick-up		1 Working Day	<i>Records Officer, MFO</i>
Total Number of Days			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 individuals	
CHECKLIST OF REQUIREMENTS 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		Client
2. Filled out Application Form		
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer		
4. Technical Description		
5. Lot Data Computation		
6. 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. 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
1. 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, MFO</i>
	1.2 MFO Records Officer transmits the received documents with Document Tracking System (DTS) to MFO-OD		1 Working Day	
	1.3 MFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)		1 Working Day	<i>Admin. Staff, Office of the Director</i>
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application		12 Working Days	<i>Sr. SRS/SRS II, ERDUD</i>
	1.5 ERDUD reviews and approves the evaluated SSCMP application		1 Working Day	<i>Supv. SRS/ Chief SRS, ERDUD</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director			<i>Director, MFO</i>
	1.5.2 If approved, ERDUD endorses the application to MFO-OD for review and approval			<i>Chief SRS, ERDUD</i>
	1.6 MFO-OD reviews and approves the evaluated SSCMP application		2 Working Days	<i>Director, MFO</i>
	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, Office of the Director</i>
	1.7 ERDUD records the approved SSCMP		1 Working Day	<i>Records Officer, ERDUD</i>
	1.8 MFO Records Officer releases the approved SSCMP thru mail/pick-up		1 Working Day	<i>Records Officer, MFO</i>
Total Number of Days			20 Working Days	

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"

Office or Division	Energy Industry Management Division (EIMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form (New/Renewal)		Provided by DOE-MFO or email to eimd.doedavao@doe.gov.ph
1.1 Filled-out and notarized application form complete with the following information:		Provided by Applicant
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		
2. Supporting Documents (New Application/Expired SCC)		
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 / 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 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/manufacture	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 must be presented for authentication Purposes	

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			<i>Assigned Staff/SRA, EIMD</i>
	1.2 Endorsement of application to assigned Assessor/ Evaluator			
2. Assessment /Evaluation of Documentary Requirements	2.1 Review the completeness of documents against checklist of requirements and assessment of required fees			<i>Online Evaluator/SRS, EIMD</i>
	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			<i>Chief SRS, EIMD Legal Officer, MFO</i>
	3.2 If with pending case, inform 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 payment and issuance of Official Receipt	Ack. Fee– Php 500.00 SCC 1 st Issuance– Php 3,000.00 SCC Renewal-		<i>Collection Officer, MFO</i>

		Php 2,500.00 Late Renewal – Php 3,500.00		
5. Official acceptance of application	5.1 MFO suite database logging	None	1 Working Day	<i>Assigned Staff / SRS / Supv SRS, EIMD</i>
6. Processing of application	6.1 Thorough assessment of application		10 Working Days	<i>Assigned Staff/SRS, EIMD</i>
	6.2 Preparation of Evaluation, SCC Certificate and Cover Letter			
7. Approval/ Issuance of Certificate	7.1 Final review of Submissions		4 Working Days	<i>Supv. SRS, EIMD</i>
	7.3 Endorsement of SCC application for Director's approval		4 Working Days	<i>Chief SRS, EIMD</i>
	7.4 Approval of SCC			<i>Director, MFO</i>
8. Releasing	8.1 Release of SCC		1 Working Day	<i>Assigned Staff, EIMD</i>
	8.2 Retain file copy of application /SCC			
Total Number of Days		20 Working Days		

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 Management Division (EIMD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of distribution of LPG	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application Form (New/ Renewal)	Provided by DOE-MFO or email to eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized application form complete with the following information:	Provided by Applicant	
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		
2. Supporting Documents (New application/Expired SCC)		
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 / 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	

1.4 Authenticated copy of Supply Agreement with or original Certificate from brand-owner/marketer SCC-holder with validity period	Provided by Applicant			
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	In house trainings of Oil companies or LPG associations such as LPGIA and PLPGA – provided by applicant			
2.6 Names and addresses of authorized retailers	Provided by Applicant			
2.7 List of vehicles (model, make, plate number, capacity)	Provided by Applicant			
2.8 DOE SCC Clearance of No Pending Case, if applicable	Provided by DOE-MFO			
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 – provided by Applicant			
3.2 Mayor's / Business Permit, if expired	LGUs for every municipality			
3.3 Supply Agreement with or Certificate from SCC-holder (dealer/marketer), if expired	Provided by Applicant			
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via email/mail or walk-in	1.1 Receipt of application and logging			<i>Assigned Staff/SRA, EIMD</i>
	1.2 Endorsement of 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			<i>Online Evaluator/SRS, EIMD</i>

	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			<i>Legal Officer, MFO</i>
	3.2 If with pending case, inform the 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 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, MFO</i>
5. Official acceptance of application	5.1 MFO suite database encoding /updating	None	1 Working Day	<i>Assigned Staff/ SRS, EIMD</i>
6. Processing of application	6.1 Thorough Assessment of application		10 Working Days	<i>Assigned Staff/ SRS, EIMD</i>
	6.2 Preparation of Evaluation SCC Certificate and Cover Letter			
7. Approval/ Issuance of Certificate	7.1 Final review of Submissions		4 Working Days	<i>Supv. SRS / Chief SRS, EIMD</i>

	7.2 Endorsement of SCC application for Director's approval		4 Working Days	<i>Chief SRS, EIMD</i>
	7.3 Approval of SCC			<i>Director, MFO</i>
8. Releasing	8.1 Release of SCC to client		1 Working Day	<i>Assigned Staff, EIMD</i>
	8.2 Retain file copy of Application/ SCC			
Total Number of Days		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-Business
Who May Avail:	Entities intending to engage in the business of Refilling of LPG
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (New/Renewal)	Provided by DOE-MFO or email to eimd.doedavao@doe.gov.ph
1.1 Filled-out and notarized application form complete with the following information:	Provided by Applicant
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	
2. Supporting Documents (New Application/Expired SCC)	
2.1 Registration of Business from DTI, SEC	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 Unfired Pressure Vessel from the Department of Labor and Employment (DOLE)	Department of Labor and Employment (DOLE) – provided by applicant

2.5 Authenticated copy of Supply Contract / Agreement with validity period	Provided by Applicant			
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. of tanks, capacity, and other facilities)	Provided by applicant			
2.8 List of trained and qualified personnel/servicemen (Submit Certificate of Training)	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA - Provided by Applicant			
2.9 List of Clients/Customers	Provided by Applicant			
2.10 List of vehicles (model, make, plate number, capacity)	Provided by Applicant			
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) – provided by applicant			
3.2 Mayor's / Business Permit, if expired	LGUs for every municipality –provided by applicant			
3.3 Supply Agreement, if expired	Provided by applicant			
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via email/mail or walk-in	1.1 Receipt of application and logging			Assigned Staff/ SRA, EIMD
2. Assessment /Evaluation of Documentary Requirements	1.2 Endorsement of application to assigned Assessor			
	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			<p style="text-align: center;"><i>Chief SRS, EIMD</i></p> <p style="text-align: center;"><i>Legal Officer, MFO</i></p>
	3.2 If with pending case, inform the 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 payment and issuance of Official Receipt	<p>Ack. Fee– Php 500.00</p> <p>SCC 1st Issuance– Php 3,000.00</p> <p>SCC Renewal- Php 2,500.00</p> <p>Late Renewal – Php 3,500.00</p>		<p style="text-align: center;"><i>Collection Officer, MFO</i></p>
5. Official acceptance of application	5.1 MFO suite database encoding/ updating		1 Working Day	<p style="text-align: center;"><i>Assigned Staff/ SRS, EIMD</i></p>
6. Processing of application	6.1 Thorough assessment of application	None	10 Working Days	<p style="text-align: center;"><i>Assigned Staff/ SRS, EIMD</i></p>
	6.2 Preparation of Evaluation, SCC Certificate and Cover Letter			
7. Approval/Issuance of Certificate	7.1 Final review of submissions		4 Working Days	<p style="text-align: center;"><i>Supv. SRS, EIMD</i></p>

	7.2 Endorsement of SCC application for Director's approval		4 Working Days	<i>Chief SRS, EIMD</i>
	7.3 Approval of SCC			<i>Director, MFO</i>
8. Releasing	8.1 Release of SCC		1 Working Day	<i>Assigned Staff, EIMD</i>
	8.2 Retain file copy of application /SCC			
Total Number of Days			20 Working Days	



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"

Office or Division	Energy Industry Management Division (EIMD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of selling/retailing of LPG directly to a consumer	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application Form (New/Renewal)	Provided by DOE-MFO or email to eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized application form complete with the following information:	Provided by Applicant	
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		
2. Supporting Documents (New Application/Expired SCC)		
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 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 Supply agreement with or Certification from SCC-holder supplier (Dealer/Marketer)	Provided by Applicant			
2.5 List of vehicles (model, make, plate number, capacity)	Provided by Applicant			
2.6 DOE SCC Clearance of No Pending Case, if applicable	Provided by DOE-MFO			
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) or 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			
3.3 Supply Agreement with or Certification from SCC-holder (dealer/marketer), if expired	Provided by Applicant			
3.4 DOE SCC Clearance of No Pending Case, if applicable	Provided by DOE-MFO Legal			
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application via email/mail or walk-in	1.1 Receipt of application and logging			<i>Assigned Staff/SRA, EIMD</i>
	1.2 Endorsement of 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 fees			<i>Online Evaluator/SRS, EIMD</i>
	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			<p style="text-align: center;"><i>Chief SRS, EIMD</i></p> <p style="text-align: center;"><i>Legal Officer, MFO</i></p>
	3.2 If with pending case, inform the applicant to pay the penalties			
	3.3 Subject to Legal Clearance			
	3.4 Issuance of Legal Clearance			
4. Payment of applicable 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		<p style="text-align: center;"><i>Collection Officer, MFO</i></p>
5. Official acceptance of application	5.1 MFO suite database encoding/ updating		1 Working Day	<p style="text-align: center;"><i>Assigned Staff/SRS, EIMD</i></p>
6. Processing of application	6.1 Thorough assessment of application	None	10 Working Days	<p style="text-align: center;"><i>Assigned Staff/SRS, EIMD</i></p>
	6.2 Preparation of Evaluation, SCC Certificate and Cover Letter			

7. Approval/ Issuance of Certificate	7.1 Final review of Submissions		4 Working Days	<i>Supv. SRS / Chief SRS, EIMD</i>
	7.3 Endorsement of SCC application for Director's approval		4 Working Days	<i>Chief SRS, EIMD</i>
	7.4 Approval of SCC			<i>Director, MFO</i>
8. Releasing	8.1 Release of SCC			
	8.2 Retain file copy of application /SCC		1 Working Day	<i>Assigned Staff, EIMD</i>
Total Number of Days			20 Working Days	

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 Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders from one place to another	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application Form (New/Renewal)	Provided by DOE-MFO or email to eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized application form complete with the following information:	Provided by Applicant	
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		
2. Supporting Documents (New Application/Expired SCC)		
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 Permit	LGUs for every municipality – provided by Applicant	

2.3	Conveyance Permit from the Bureau of Fire Protection	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 for the transport of bulk LPG (make/model, capacity, OR/CR, plate number and DOST Calibration Certificate of each)	Provided by applicant, DOST for calibration certificate		
2.6	List of delivery trucks/vehicles for the transport of LPG in cylinders (make/model, plate number and capacity, OR/CR)	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) or 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		
3.3	Hauling Contract, if expired	Provided by Applicant		
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application via email/mail or walk-in	1.1 Receipt of application and logging			Assigned Staff/SRA, EIMD
	1.2 Endorsement of 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 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			<p style="text-align: center;"><i>Chief SRS, EIMD</i></p> <p style="text-align: center;"><i>Legal Officer, MFO</i></p>
	3.2 If with pending case, inform the applicant to pay the penalties			
	3.3 Subject to Legal Clearance			
	3.4 Issuance of Legal Clearance			
4. Payment of applicable 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		<p style="text-align: center;"><i>Collection Officer, MFO</i></p>
5. Official acceptance of application	5.1 MFO suite database encoding/ updating	None	1 Working Day	<i>Assigned Staff/SRS, EIMD</i>
6. Processing of application	6.1 Thorough assessment of application		10 Working Days	<i>Assigned Staff/SRS, EIMD</i>

	6.2 Preparation of Evaluation, SCC Certificate and Cover Letter			
7. Approval/ Issuance of Certificate	7.1 Final review of Submissions		4 Working Days	<i>Supv. SRS / Chief SRS, EIMD</i>
	7.3 Endorsement of SCC application for Director's approval		4 Working Days	<i>Chief SRS, EIMD</i>
	7.4 Approval of SCC			<i>Director, MFO</i>
8. Releasing	8.1 Release of SCC			
	8.2 Retain file copy of application /SCC		1 Working Day	<i>Assigned Staff, EIMD</i>
Total Number of Days			20 Working Days	



Mindanao Field Office

Internal Services



Issuance of Legal Opinion

Walk-In transaction only.

Office or Division:		Mindanao Field Office – Office of the Director		
Classification:		Simple Transaction		
Type of Transaction:		Government-2-Government		
Who May Avail:		MFO Employees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present document for clarification/ Request for legal opinion	1.1. Clarificatory interview	None	1 Working Day	<i>Legal Officer, MFO</i>
	1.2. Issuance of legal opinion			<i>Legal Officer, MFO</i>
Total Number of Days			1 Working Day	



Legal Clearance (Certificate of No Violations)

Walk-In transaction only. For renewal of licenses/permits for ERDUD and EIMD applicants.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who May Avail:	Applicant			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Record of Pending Violations			Legal Officer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application form	1.1. Issuance of Certificate of No Violations	None	1 Working Day	<i>Assigned Staff, MFO</i>
	1.2. Signature			<i>Legal Officer, MFO</i>
	1.3 Releasing and Recording			<i>Assigned Staff, MFO</i>
Total Number of Days			1 Working Day	



Mailing Postal Services

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who May Avail	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		MFO-Office of the Director		
2. Letter/s				
3. Summary of Request for Mailing				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse mails to the Office of the Director	1.1 Receive and check if the requirements are complete	Fees charged by the Postal Office	6 hours	<i>Admin. Aide III, MFO</i>
	1.2 Deliver mails to post office			<i>Admin. Aide III, MFO</i>
	1.3 Prepare for reimbursement of the request for mailing with duly accomplished documents and forward to the Petty Cash Custodian		2 hours	<i>Admin. Aide III, MFO</i>
Total Number of Days		1 Working Day		



Processing of Petty Cash

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Petty Cash Voucher		End User's Division/Section		
2. Official Receipts as Proof of Purchase				
3. Approved Purchase Request				
4. Quotations from at least 3 suppliers				
5. Abstract of Canvass				
6. Approved Purchase Orders				
7. Inspection and Acceptance Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Duly approved Petty Cash Vouchers (PCV)	1.1 Receive duly approved PCV and supporting documents from end-user	Payment of Vehicle Repair / Maintenance	1 Working Day	<i>Admin. Officer IV, MFO</i>
	1.2 Check and review the attached supporting documents	Postage Stamp & Mailing Services		
	1.3 Approved PCV for Payment	Other Emergency Purchases		
	1.4 Release of Petty Cash			
Total Number of Days		1 Working Day		



Processing of Transportation and Logistics

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Trip Ticket		Drivers / Authorized Drivers of the Vehicles		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1 Receive Trip Ticket from requesting Division/Section	None	1 Working Day	<i>Admin. Assistant III, MFO</i>
	1.2 Assign service vehicle and driver. Inform the driver of the trip			
	1.2.1 Trips within Davao City shall be endorsed by the Division Chief and approved by the MFO Director			<i>Chief SRS, EIMD / ERDUD</i> <i>Director, MFO</i>
	1.2.2 Trips outside Davao City shall be recommended by the Division Chief and approved by the MFO Director			<i>Chief SRS, EIMD / ERDUD</i> <i>Director, MFO</i>
	1.3 Log the approved Trip Ticket and return to the requesting Division/Section			<i>Admin. Assistant III, MFO</i>
Total Number of Days		1 Working Day		



Receiving and Endorsing Outgoing Documents

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Business			
Who May Avail:	Clients / All Government Units / All DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Receiving emails/documents		DOE-MFO / Assigned Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Incoming and Outgoing Communications (Walk-in/ Mailed communications and E-mailed communications)	1.1 Receive & Acknowledge e-mail or mailed document	None	1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Log Communications to the Document Tracking System (DTS)			
	1.3 Prepare Instruction/Assignment Slip (I/A Slip)			
	1.4 Endorse communication to the Office of the Director			
	1.5 Review and evaluate communication and assigned to the concerned Division/Section			<i>Director, MFO</i>

	1.6 Forward Instruction/Assignment Slip to the assigned Division/Staff with attachments for appropriate actions			<i>Admin. Assistant I, MFO</i>
	1.7 Log action taken by the concerned Division/Section in the DTS			<i>Assigned Staff, Division/Section</i>
	1.8 Send MFO's action taken in the outgoing documents thru MFO's gov. mail			<i>Admin. Assistant I, MFO</i>
Total Number of Days		1 Working Day		



Strategic Performance Management System–OPCR/DPCR/ IPCR

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Performance Commitment and Review (OPCR)		MFO-Office of the Director		
2. Individual Performance Commitment and Review (IPCR)				
3. Coaching and Monitoring Form (CMF)				
4. Individual Development Plan (IDP)				
5. Summary Report of Targets, Ratings of Per Office/Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of various documents relating to SPMS	1.1 Dissemination of information to MFO regarding the submission of the following: Targets, DPCR, IPCR, IDP, CMF, Summary Report of performance documents	None	1 Hour	<i>Admin. Officer II, MFO</i>
2. Submits to the Division/Section	2.1 Consolidate documents		3 Hours	<i>Assigned Staff, Division/Section</i>
3. Submit collected IPCR and DPCR (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records documets		3 Hours	<i>Admin. Officer II, MFO</i>
	3.2 Prepares OPCR of MFO Director		1 Working Day	<i>Admin. Assistant I, MFO</i>

	3.4 Prepares transmittal, seal documents and mail to Central Office		1 Hour	<i>Admin. Officer II, MFO</i>
Total Number of Days		2 Working Days		



Collection of Fees and Charges

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Mindanao Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		MFO-Office of the Director		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain Order of Payment from MFO-OD	1.1 Check the Order of Payments against Fees and Charges	Application Fee Ack. Fee	2 Working Days (Deposit collections to LBP on the following day)	<i>Admin. Assistant III, MFO</i>
	1.2 Issue Official Receipt for the Payment Received	Certificate of Compliance Fee		<i>Collecting Officer, MFO</i>
	1.3 Deposit Collections to Land Bank of the Philippines with duly signed slips and summaries	Standard Compliance Certificate Administrative Fines Issuance of Certification Processing Fee Refund of Cash Advances		<i>Admin. Assistant III, MFO</i>
Total Number of Days		2 Working Days		



Processing of Procurement Through PS-DBM

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who May Avail	Mindanao Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Preparation of Agency Procurement Request (APR) based on the consolidated MFO Annual Procurement Plan-Common Use Supplies (APP-CSE) and Equipment		MFO-Office of the Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consolidation of APP-CSE of DOE-MFO	1.1 Prepare the Agency Procurement Request (APR) based on the consolidated APP-CSE with attached pertinent documents	Total amount in APR	1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Prepare check payment			<i>Admin. Officer IV, MFO</i>
	1.3 Deliver check payment to PS-DBM		1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.4. Claim various supplies as requested in the APR			
	1.5 Update inventory of office supplies			
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 – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly filled-up Requisition and Issue Slip (RIS) (To issue common office supplies, materials and Property, Plant and Equipment to requesting Division)		MFO-Office of the Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Requisition Issuance Slip (RIS) for Issuance of Supplies and Office Equipment per Division and/or Individual	1.1 Receive RIS for supplies and materials and verify stocks on hand		1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Prepare duly signed Inventory Custodian Slip (ICS) for Semi-Expendable Supplies, if any			<i>Admin. Assistant I, MFO</i>
	1.3 Prepare and release stocks per Division and/or Individual			<i>Admin. Assistant I, MFO</i>
	1.4 Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand		1 Working Day	<i>Admin. Assistant I, MFO</i>
Total Number of Days		2 Working Days		



Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Travel Expenses	
1.1 Duly Approved Travel Order	Concerned Employee
1.2 Actual Itinerary of Travel duly approved by authorized officials	
1.3 Certificate of Travel Completed	
1.4 Certificate of Appearance / Attendance	
1.5 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned Employee / Airline / Bus / Ferry Company
1.6 Official Receipts for hotel accommodations together with hotel Statements of Account and other related travel expenses claimed	Concerned Employee / Hotel
1.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official	Concerned Employee
1.8 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	
1.9 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.9.1 Proof of Payment or RER for each fare in excess of Php 75.00	Concerned Employee
1.9.2 Certification from local official regarding the prevailing charter rates of the place visited	Concerned Employee / Local Official

1.10 For fuel expenses incurred:	
1.10.1 Official Receipt	Concerned Employee
1.10.2 Copy of duly accomplished Vehicle Trip Ticket	
1.11 If cash advance was granted, copy of previously approved itinerary of travel	Concerned Employee
1.12 Liquidation Report	Concerned Employee
2. Foreign Travel	
2.1 Duly signed Travel Authority from the Office of the President or Authorized Official	Concerned Employee
2.2 Actual Itinerary of Travel duly approved by authorized officials	
2.3 Certificate of Travel Completed	
2.4 Certificate of Appearance / Attendance	
2.5 Plane Tickets, Boarding pass	Concerned Employee / Airline / Bus / Ferry Company
2.6 Narrative Report	Concerned Employee
2.7 If cash advance was granted, copy of previously approved itinerary of travel	
2.8 Liquidation Report	
3. Representation, Conference and Meeting Expenses	
3.1 Official Receipt, Cash Invoice / Statement of Account	Concerned Employee
3.2 List of Attendees/guests	
3.3 Minutes	
3.4 Authority to incur expenses duly approved by authorized official	
3.4.1 Canvass documents, if applicable	
3.4.2 Abstract of quotation from at least three establishments / concessionaires	
3.4.3 Approved Purchase Request and Purchase Order	
3.5 Quotations from at least three (3) establishments/concessionaires	
3.6 Copy of contract, if applicable	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents				<i>Concerned Employee, MFO</i>
	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, MFO</i>
	1.2 If there is a refund, will prepare Order of Payment before paying at the cashier / submit receipt of payment			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report			<i>Admin. Officer II, MFO</i>
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.5 Record Liquidation/submit to COA			<i>Admin. Officer II, MFO</i>
Total Number of Days			3 Working Days	



Processing and Filing OF SALN

This applies to transactions done for DOE employees

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Refer to the list of requirements for filing of SALN		Civil Service Commission Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form	N / A	1 Working Day	<i>Concerned Employee Director / Notarizing lawyer</i>
2. Submit signed or notarized SALN Form to the respective division/section	2.1 Checks and consolidates SALN Form		1 Working Day	<i>Assigned Staff, Division/ Section</i>
	2.2 Submits consolidated SALN Form to the OD			<i>Assigned Staff, Division/ Section</i>
3. Consolidation of SALN for MFO (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records SALN submission		1 Working Day	<i>Admin. Officer II, MFO</i>
Total Number of Days		3 Working Days		



Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Other Government Entities / LGUs / SUCs / Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Qualified Recipients/ Donee - Donation		Other Government Entities / LGUs / SUCs / Schools		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
CLIENT STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DISPOSAL THRU DONATION				
	1. Draft a letter request for approval from the Central Office to donate any available unserviceable or working Property Plant and Equipment (PPE) for donation	None	2 hours	<i>Admin. Officer IV, MFO</i>
	If approved, MFO will solicit any willing done / recipients of the PPE		3 Working Days	<i>Admin. Officer IV, MFO</i>

1. Submission of letter of intent or request for unserviceable or working Property Plant and Equipment (PPE) for donation	1.1 Receive letter of intent/request		1 hour	<i>Admin. Officer IV, MFO</i>
2. Wait for the approval of the donation	2.1 Prepare Inventory and Inspection Report of Unserviceable Properties (IIRUP) and Return to Store (RTS)		3 hour	<i>Admin. Officer IV, MFO</i>
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation		2 hours	<i>Admin. Officer IV, MFO</i>
	2.3 Secure a signed memorandum & IIRUP & RTS from the MFO Director and forward to the mailing in-charge.		1 Working Day	
Total Number of Days		5 Working Days		



Processing for the Disposal of Unserviceable Properties Thru Sale

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	Other Government Entities / LGUs / SUCs / Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Qualified Recipients		Other Government Entities / LGUs / SUCs / Schools		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive list of unserviceable properties. Checks and inspects PPEs to be Return to Store (RTS)	None	3 Working Days	Admin. Officer IV, MFO
	2. Prepare Return to Store (RTS) and Inventory and Inspection of Unserviceable Properties (IIRUP) of all unserviceable properties for disposal			
	3. Collect three (3) quotations for qualified bidders of all unserviceable properties for disposal		1 Working Day	Admin. Officer IV, MFO

	4. Prepare summary of collected quotations and list of disposals		6 Hours	<i>Admin. Officer IV, MFO</i>
	5. Prepare memorandum of endorsement to the DOE-Disposal Committee requesting unserviceable properties for disposal		1 Hour	<i>Admin. Officer IV, MFO</i>
	6. Secure a signed memorandum from the MFO Director and forward to the mailing in-charge.		1 Hour	<i>Admin. Officer IV, MFO</i>
Total Number of Days		5 Working Days		



End-User Evaluation of Job Applicants

This applies to transactions done for the recruitment process in the DOE-MFO

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Government / Government-2-Citizen			
Who May Avail:	External applicants; Internal applicants (DOE employees)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Refer to Guidelines of Application in the DOE website		Downloadable Forms available in the DOE website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive and endorse job applications from HRMD	None	1 Hour	<i>Records Officer, MFO</i>
	2. Schedule of interview to job applicants subject to the availability of the MFO End-User Evaluation Committee		2 Hours	<i>Director, MFO</i>
	3. Coordination with applicants and confirmation for job interview		2 Working Days	<i>Admin. Officer II, MFO</i>
	4. Preparation of documents needed for the interview		4 Hours	<i>Admin. Officer II, MFO</i>
	5. Interview proper		1 Working Day	<i>MFO End-User Evaluation Committee</i>
	6. Consolidation and evaluation of results		2 Working Days	<i>Admin. Officer II, MFO</i>
	7. Approval of endorsement of qualified applicants for DOE-HRMD		1 Working Day	<i>Director, MFO</i>

	8. Transmittal of memorandum for endorsement to HRMD		1 Hour	Admin. Officer II, MFO
Total Number of Days		7 Working Days		



Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Local Travel Expenses	
1.1 Prior to Departure	
1.1.1 Approved Travel Order, duly numbered	Concerned Employee
1.2 Upon Completion of Travel	
1.2.1 Duly Approved Travel Order	Concerned Employee
1.2.2 Actual Itinerary of Travel duly approved by authorized officials	
1.2.3 Certificate of Travel Completed	
1.2.4 Certificate of Appearance/ Attendance	
1.2.5 Plane/Bus/Boat Tickets/ Boarding Passes/Terminal Fees	Concerned Employee/Airline/Bus/Ferry Company
1.2.6 Official receipts for hotel accomodation together with hotel Statements of Accounts and other related travel expenses claimed	Concerned Employee/Hotel
1.2.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	Concerned Employee
1.2.8 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation	

duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	
1.2.9 For chartered trips or special hires of Public Utility and garage car, motorboats, extraordinary means of transportation:	
1.2.9.1 Proof of Payment or RER for each fare in excess of P 75.00	Concerned Employee
1.2.9.2 Certification from local official regarding the prevailing charter rates of the place visited	Concerned Employee / Local Official
1.2.10 For fuel expenses incurred:	
1.2.10.1 Official Receipt	Concerned Employee
1.2.10.2 Copy of Duly Accomplished Trip Ticket	
1.2.11 If cash advance was granted, copy of previously approved itinerary of travel	Concerned Employee
2. Foreign Travel	
2.1 Prior to Departure	
2.1.1 Approved Travel Order, duly numbered	Concerned Employee
2.2 Upon Completion of Travel	
2.2.1 Duly Approved Travel Order	Concerned Employee
2.2.2 Actual Itinerary of Travel duly approved by authorized officials	
2.2.3 Certificate of Travel Completed	
2.2.4 Certificate of Appearance/ Attendance	
2.2.5 Plane tickets, Boarding Pass	Concerned Employee / Airline
2.2.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	Concerned Employee

2.2.7 Narrative Report				
2.2.8 If granted cash advance, copy of previously approved itinerary of travel				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-Accounting In charge		None	7 Working Days	<i>Concerned Employee, MFO</i>
	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, MFO</i>
	1.2 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Admin. Officer II, MFO</i>
	1.3 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed			<i>Admin. Officer II, MFO</i>

	is proper			
	1.4 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	1.5 Issue check			<i>Admin. Officer IV, MFO</i>
	1.6 Encode and print necessary details on the check			<i>Admin. Officer II, MFO</i>
	1.7 Forward check with DV and its supporting documents to the disbursing signatories			<i>Director/ Admin. Officer IV, MFO</i>
	1.8 Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
Total Number of Days		7 Working Days		

Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others



Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who May Avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
* Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.	
1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)	
1.1 Billing Statement / Statement of Account	Concerned Utility Provider
2. Janitorial / Security and other Service Provider	
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds	Administrative Assistant I MFO-OD
2.2 Billing Statement/Statement of Account	Janitorial Service Provider
2.3 Duly Approved Daily Time Record	Janitorial Service Provider
2.4 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors	Janitorial Service Provider
2.5 BAC Documents	MFO-SBAC Secretariat
3. Salaries	
3.1 Salary of individuals hired as Job order	
3.1.1 Contract duly signed, notarized with certificate of availability of funds	DOE-HRMD
3.1.2 Accomplishment Report	Concerned Employee
3.1.3 Approved Daily Time Record	Concerned Employee

4. Setting Up of Petty Cash Fund				
4.1 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund		MFO Director		
5. Job Order for Repair and Maintenance				
5.1 Duly signed Purchase Order		Concerned Employee		
5.2 Inspection and Acceptance Report				
5.3 Approved Purchase Request				
5.4 BAC Resolution		MFO-SBAC Secretariat		
6. Representation/ conference/ entertainment and meeting expense				
6.1 Official Receipt, Cash Invoice/ Statement of Account		Concerned Employee		
6.2 List of Attendees/guest				
6.3 Minutes of the meeting				
7. Gasoline/ Fuel/ Oil/ Lubricants				
7.1 Billing Statement/ Statement of Account		Concerned Employee		
7.2 Vehicle Trip Ticket				
7.3 Duly signed Purchase Order				
7.4 Approved Purchase Request				
7.5 Inspection and Acceptance Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director		None	7 Working Days	<i>Concerned Employee, MFO</i>
	1.1 Receive /Review/ Evaluate/ Process DV as to the completeness of its required documents			<i>Admin. Officer II, MFO</i>

	1.2 If incomplete, return the DV and request the concerned employee to comply with the requirements			<i>Admin. Officer II, MFO</i>
	1.3 If complete, compute for applicable taxes, if any			<i>Admin. Officer II, MFO</i>
	1.4 Prepare Certificate of taxes withheld (BIR Form 2306/2307), if applicable			<i>Admin. Officer II, MFO</i>
	1.5 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Admin. Officer II, MFO</i>
	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, MFO</i>
	1.7 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	1.8 Issue check			<i>Admin. Officer IV, MFO</i>
	1.9 Encode and prints necessary details on the check			<i>Admin. Officer II, MFO</i>
	1.10 Forward check with DV and its supporting documents to the disbursing signatories			<i>Admin. Officer IV, MFO</i>

	1.11 Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
Total Number of Days		7 Working Days		



Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

Walk-In transaction only.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government, Government-2-Citizen, Government-2-Business			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection Report		EIMD Inspector		
2. Special Assignment Order		EIMD Division Chief		
3. Travel Order		EIMD Division Chief		
1. Record of Administrative Cases		MFO Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EIMD Submits the travel report with attached Inspection Report to the Office of the Director	1. Review and Examination of Inspection Report		1 Working Day	<i>Director, MFO</i>
	If there are no violations: 1.a. Return the case record to the Inspector to update MFO ITS and for archive			
	If there is a violation: 1.a. Forward to Legal Officer for drafting of administrative decision			

	1.b.Draft the Administrative Decision.			
	1.c.Forward the Draft Decision to the Division Chief of the EIMD for further comments.		10 Working Days	<i>Legal Officer, MFO</i>
	1.d.Further evaluate the draft decision and consult with Legal Officer		1 Working Day	<i>Chief SRS, EIMD</i>
	If the EIMD Chief SRS has further comments: 1.a.Make proper amendments to the draft decision 1.b. Forward the Draft Decision to the Director		1 Working day	<i>Legal Officer, MFO</i>
	1.c Further evaluate the draft decision and consult with Legal Officer		1 Working Day	<i>Director, MFO</i>
	If the EIMD Chief SRS has no further comments: 1.a.Forward the Draft Decision to the Director		1 Working day	<i>Chief SRS, EIMD</i>
	1.b.Further evaluate the draft decision and consult with Legal Officer			<i>Director, MFO</i>
	If the Director has further comments: 1.a. Make proper amendments to the draft		2 Working Days	<i>Legal Officer, MFO</i>

	decision			
	1.b. Print the Administrative Decision			<i>Legal Assistant, MFO</i>
	1.c. Sign the Administrative Decision			<i>Director, MFO</i>
	1.d. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>
	1.e. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	1.f. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>
	If the Director has no further comments:			
	1.a. Print the Administrative Decision			<i>Legal Assistant, MFO</i>
	1.b. Sign the Administrative Decision		1 Working Day	<i>Director, MFO</i>
	1.c. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>

	1.d. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	1.e. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>
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	
Total Number of Days (If either EIMD Chief SRS or MFO Director has no comments)			15 Working Days	
Total Number of Days (If both EIMD Chief SRS and MFO Director have comments)			16 Working Days	

FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback</p>	<ul style="list-style-type: none"> ▪ Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com.
<p>How feedbacks are processed</p>	<ul style="list-style-type: none"> ▪ 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.
<p>How to file a complaint</p>	<ul style="list-style-type: none"> ▪ Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com
<p>How complaints are processed</p>	<ul style="list-style-type: none"> ▪ 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.