



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		