



## Provision of Renewable Energy Data & Information through the Energy Data Center

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

<b>Office or Division:</b>	Information and Data Management Division (IDMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government to Citizen / Business			
<b>Who may avail:</b>	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
4. Letter of Intent/ Proof of Affiliation/Government-Issued ID, and Authorization		Provided by client		
2. List of Data Requested or Search List		Provided by Energy Data Center of the Philippines (EDCP)		
3. Filled-out Data Request Form		Provided by EDCP		
4. Order of Payment		Provided by Accounting Division		
5. Receipt of Payment		Provided by Treasury Division		
6. Signed Data Use Agreement Form (DUAF)		Provided by EDCP		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of intent and supporting documents	1.1 IDMD shall determine completeness of the documents submitted 1.2 If incomplete, return to client		0.5 Working Day	<i>EDCP staff</i>
5. Sign Data Request Form (DRF) with list of available	2.1. Have the request approved by the concerned division (GEMD,			<i>Division Chiefs of IDMD and</i>

data	<p>HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.</p> <p>2.2 If disapproved, return to client</p>			1 Working Day	GEMD, HOEMD, SWEMD
<p>3. Pay processing fees and charges</p> <p>Client received copy of OP through email (for client paid the amount due through bank transfer they need to reply to the email received and send the copy of any proof of payment)</p>	3.1 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS V2.1).	Data Type	Processing fee	1 Working Day	EDCP staff
	3.2 Approve the BS through COMS V2.1	Geothermal General Report	2,300.00 per report		Sr. SRS / Supv. SRS / Chief SRS,
	3.3 Create the Order of Payment (OP) through COMS V2.1	Geothermal Well Report	3,300.00 per report		Accounting Unit Staff
	3.4 Approve the OP and Send it to client through COMS V2.1				Accounting Division Chief
	3.5 Process payment and issue Official Receipt				Treasury Division

4. Sign Data Use Agreement Form (DUAF)	4.1 Approve the DUAF		0.5 Working Day	ITMS Director
	4.2 EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means		4 Working Days	<i>EDCP Staff</i>
<b>Total Number of Days</b>		<b>7 Working Days</b>		

Note: The preparation and release of data depend on the number of data being requested	
No. of requested data	Processing time
1-50 data items	7 Working Days
More than 50 items	8-14 Working Days