



## Provision of Energy Data & Information through the Energy Data Center (Academe)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher/students, 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			
<b>Who may avail:</b>	Academe			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. 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. 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	For academe the processing/ data fee is waived	0.5 Working Day	EDCP staff
2. Sign Data Request Form (DRF) with list of available data	2.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD,		1 Working Day	Division Chiefs of IDMD and

<p>*For Petroleum data request disapproved DRFs, client may file an appeal with the REC Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval</p>	<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>			<p>GEMD, HOEMD, SWEMD</p>
<p>3. Sign Data Use Agreement Form (DUAF)</p>	<p>3.1. Approve the DUAF</p>		<p>0.5 Working Days</p>	<p>ITMS Director</p>
	<p>3.2. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means</p>		<p>4 Working Days</p>	<p>EDCP Staff</p>
<p>4. Academes / Students to submit Study/Thesis 3 months after the research/study</p>	<p>4.1. EDCP shall receive the submission and include it in the EDCP's collection</p>			<p>EDCP staff</p>
<p><b>Total Number of Days</b></p>		<p><b>7 Working Days</b></p>		

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