



Provision of Energy Data & Information Thru The Energy Data Center (DOE Employees)

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

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government to Government			
Who may avail:	DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of Data Requested or Search List		Provided by Energy Data Center of the Philippines (EDCP)		
2. Filled-out Data Request Form		Provided by EDCP		
3. Signed Data Use Agreement Form (DUAF)		Provided by EDCP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Select data from the Search List	1.1. IDMD shall prepared the Data Request Form (DRF)	None	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, 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.		1 Working Day	Division Chiefs of IDMD and GEMD, HOEMD, SWEMD

	2.2. If disapproved, return to client			
3. Sign Data Use Agreement Form (DUAF)	3.1. Approve the Data Use Agreement		0.5 Working Day	ITMS Director
	3.2. EDCP shall prepare and release the requested data through online viewing other acceptable means		1 Working Day	EDCP Staff
Total Number of Days		3 Working Days		

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	3-7 Working Days
More than 50 items	8-14 Working Days