



Provision of Petroleum and Coal Data and 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.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen / Business			
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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. 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	EDCP staff
2. Sign Data Request Form (DRF) with list	2.1. Have the request approved by the			

<p>of available data</p> <p>**For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval</p>	<p>concerned division (PRDD, CNMD) 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>1 Working Day</p>	<p>Division Chiefs of IDMD and PRDD or CNMD</p>
<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>	<p>3.1 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS V2.1).</p>	<p>Data Type</p>	<p>Processing fee</p>	<p>1 Working Day</p>	<p>EDCP staff</p>
<p>3.2 Approve the BS through COMS V2.1</p>	<p>Seismic Data</p>	<p>1,400.00 per Line series</p>	<p>Sr. SRS / Supv. SRS / Chief SRS</p>		
<p>3.3 Create the Order of Payment (OP) through COMS V2.1</p>	<p>Well report</p>	<p>1,400.00 per well</p>	<p>Accounting Unit Staff</p>		
<p>3.4 Approve the OP and Send it to client through COMS V2.1</p>	<p>Wireline</p>	<p>1,400.00 per well</p>	<p>Accounting Division Chief</p>		
<p>3.5 Process payment and issue</p>	<p>Petroleum General Report</p>	<p>1,400.00 per report</p>	<p>Treasury Division</p>		

	Official Receipt	Well and Core Samples	1,500.00 per section		
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	EDCP Staff
5. The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data	5.1 EDCP shall receive the submission and include it in the EDCP's collection				
Total Number of Days		7 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	7 Working Days
More than 50 items	8-14 Working Days