



Republic of the Philippines
Department of Energy

SERVICE GUIDE MANUAL

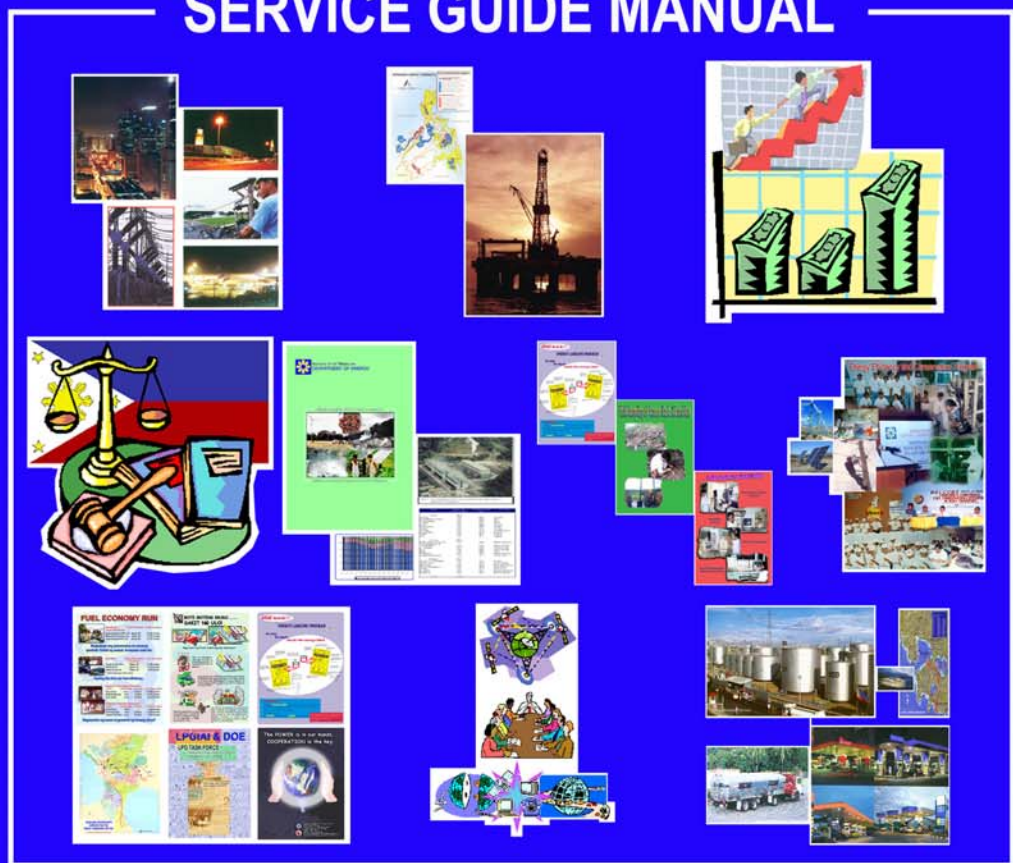


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PREFACE

This **Service Guide Manual** has been prepared by the Department of Energy (DOE) in accordance with Memorandum Circular No. 35 issued by the Office of the President on 17 March 2003, which strives to promote the welfare of the transacting public and instill quality public service among government agencies by institutionalizing the development of simple and systematized policies, rules and procedures on matters pertaining to the delivery of services to the public. The Circular requires government offices to provide more efficient and effective governance through the publication of service guides or their functional equivalents, and the posting of workflow charts.

An enhanced, expanded and updated version of the DOE's **Manual for Reduction of Steps/Procedures, and Number of Signatures and Processing Time in Providing Frontline Services** promulgated in 2002, this **Manual** presents a brief description of the DOE as a government organization, the services it provides to the public, and the rationalized procedure to be followed in availing of such services. Updates shall be done as warranted.

This **Manual** manifests DOE's commitment to achieve excellence and to render efficient service with utmost integrity and professionalism.

THE DEPARTMENT OF ENERGY

The Department of Energy (DOE) was created on 9 December 1992 by virtue of Republic Act 7638, supplanting the erstwhile Office of Energy Affairs. DOE is mandated to “prepare, integrate, coordinate, supervise, and control all plans, programs, projects, and activities of the Government relative to energy exploration, development, utilization, distribution, and conservation.” Its mandate is anchored on two major policy declarations, as follows:

1. To ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving energy self-reliance;
2. To rationalize, integrate, and coordinate the various programs of the Government towards self-sufficiency and enhanced productivity in power and energy without sacrificing ecological concerns.

Administrative Order No. 38 dated 23 August 2002, as amended, has effected the institutional strengthening of the DOE to enable it to respond adequately to its expanded role and functions arising from the passage of new laws, including Republic Act No. 9136, otherwise known as the Electric Power Industry Reform Act of 2001.

Through Administrative Order No. 38, as amended, the DOE has been institutionally strengthened and restructured in order to achieve simplicity and efficiency in its operations and minimize duplication or overlapping of activities among its various units.

Mission

We at the Department of Energy, in partnership with our stakeholders, shall improve the quality of life of the Filipino, by formulating and implementing policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably priced energy.

In pursuit of this mission, we commit to render efficient service with utmost integrity and professionalism.

Vision

Within the next decade, by encouraging private-sector participation and in partnership with our stakeholders, we would have:

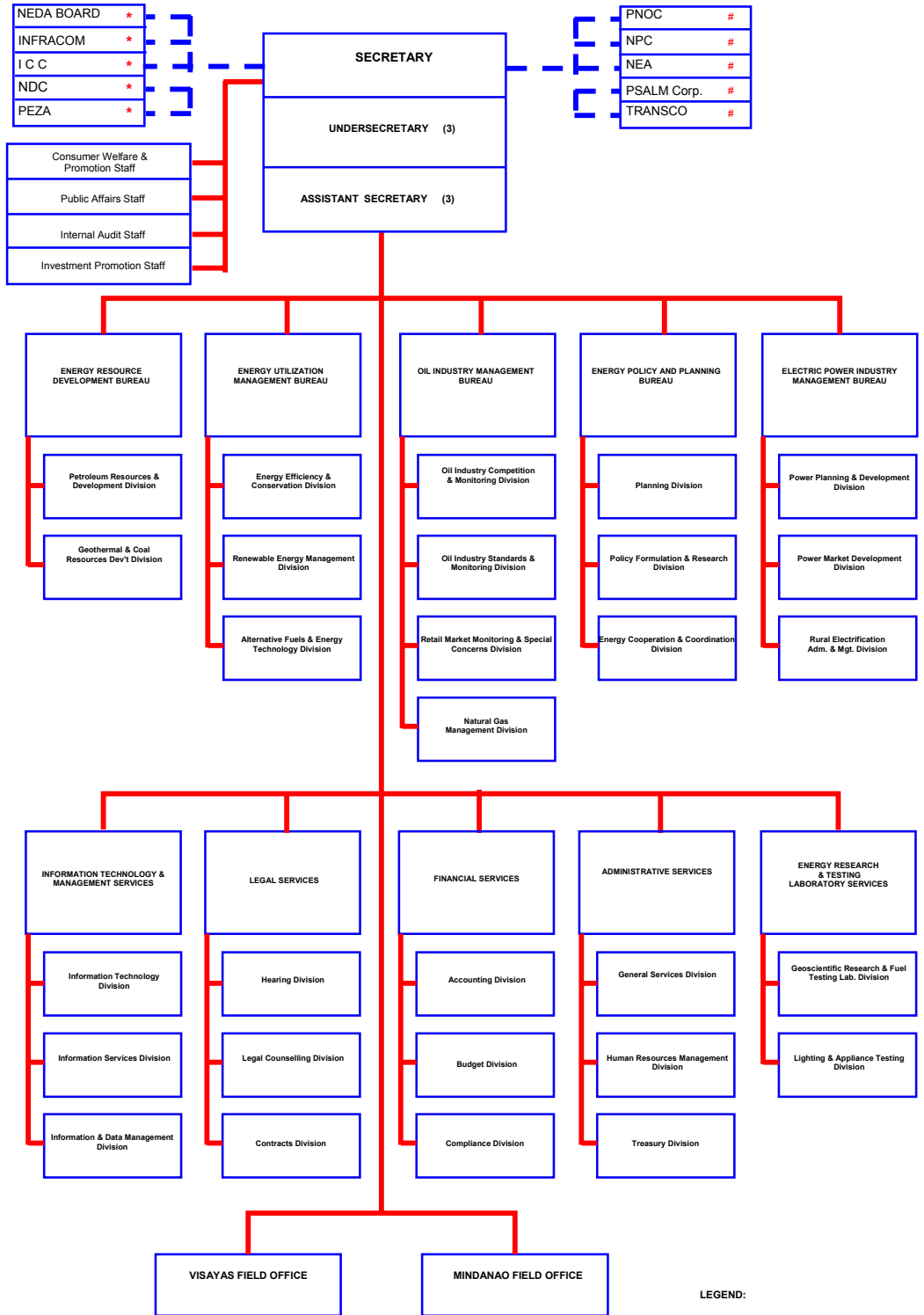
- achieved total and reliable energization and energy self-sufficiency;
- developed our indigenous and renewable energy resources;
- actively promoted sustainable and efficient use of energy as well as the utilization of cleaner energy and technologies;
- developed alternative fuels for commercial applications; and
- successfully implemented reforms in the energy sector which have brought about a competitive environment, consumer satisfaction and empowerment.

We are a globally recognized institution for energy policy, research and technology management, with comprehensive data and information systems, responsive to the needs of our stakeholders.

We are a center of excellence: a focused, dynamic, socially responsive, competent, motivated organization, committed to efficient service with integrity, nationalism and professionalism, working under an environment of harmony and respect.

ORGANIZATIONAL CHART

DEPARTMENT OF ENERGY



SERVICES OFFERED

- **Energy Resource Development Bureau (ERDB)**
 - Processing of applications for:
 - ⇒ Nonexclusive Geothermal Exploration Permit
 - ⇒ Coal Reconnaissance Permit
 - ⇒ Small-scale Coal Mining Permit
 - ⇒ Registration / Renewal of Safety Engineer's and Inspector's Permit
 - ⇒ Service / Operating Contract (Geothermal, Petroleum and Coal)
 - ⇒ Tax-exemption Certificate (TEC)
 - ⇒ Possession of explosives
 - ⇒ Purchase / Transfer of explosives
 - ⇒ Blaster Foreman's License / Renewal
 - ⇒ Explosive Purchaser's License / Amendment to License
- **Energy Utilization Management Bureau (EUMB)**
 - Processing of applications for:
 - ⇒ Certificate of Authority to Import
 - ⇒ Certificate of Accreditation
 - ⇒ Mini-hydro Nonexclusive Reconnaissance Permit
 - ⇒ Mini-hydroelectric Power Development Operating Contract (MPDOC)
 - ⇒ Tax-exemption Certificate (TEC)
 - ⇒ Ocean, Solar and Wind (OSW) Contract applications in public domain
 - Energy audit services: Preliminary audit
 - Energy audit services: Detailed audit
 - Technology Transfer for Energy Management project selection and approval
- **Energy Policy and Planning Bureau (EPPB)**
 - Provision of Philippine Energy Plan (PEP) data / statistics / information to various public clients
- **Electric Power Industry Management Bureau (EPIMB)**
 - Granting of financial benefits to host communities under ER 1-94, as amended
 - Issuance of Certificate of Endorsement

▪ **Oil Industry Management Bureau (OIMB)**

- Processing of applications for:
 - ⇒ Certificate of Compliance for Coal Importation
 - ⇒ Certificate of Availing of Export Incentives
 - ⇒ DOE endorsement for BOI registration of projects under RA 8479
 - ⇒ DOE endorsement to avail of incentives for BOI-registered projects under RA 8497
 - ⇒ DOE endorsement to MARINA for chartering, importation, local construction, conversion of service
 - ⇒ Permit for the construction, expansion, operation, maintenance and modification of pipelines, transmission- and distribution-related facilities for the supply of natural gas
 - ⇒ Registration of fuel additives with Interim Status Permit (ISP)
 - ⇒ Registration of fuel additives with Pre-manufacturing and Pre-importation Notification (PMPIN)
- Issuance of acknowledgement letter for:
 - ⇒ Notice to Import/Export crude oil, finished petroleum products, lubes and specialty products
 - ⇒ Notice prior to engagement in the downstream oil industry
- Conduct of complaint-related inspections for all petroleum products of retail outlets (LPG and gasoline stations)
- Provision of oil industry data / statistics / information to various public clients
- Implementation of the Gasoline Station Loan and Financial Assistance Program (GSLFAP)

▪ **Energy Research and Testing Laboratory Services (ERTLS)**

- Geological and chemical laboratory analysis and testing
- Testing of compact fluorescent lamps, lamp ballast and other energy-saving devices
- Calibration of energy-monitoring instruments for the energy and industrial sectors, government agencies, academe and the general public
- Energy performance certification testing of appliances and equipment (for DTI-Bureau of Product Standards and appliance industry)

- **Information Technology and Management Services (ITMS)**
 - Posting of energy information at the DOE website / portal
 - Technical evaluation / approval / conduct of coal block surveys and small-scale coal mining surveys
 - Provision of geomatic information and services
 - Printing of cartographic, infographics and other maps
 - Provision of energy data / information through the DOE Library / Records Management Center / Energy Data Center

- **Legal Services (LS)**
 - Hearing of complaints for violations of the rules affecting the downstream oil industry
 - Legal assistance in the selection of reinsurer for National Power Corporation properties
 - Legal assistance in handling of DOE cases

- **Financial Services (FS)**
 - Audit of service contractors' books of accounts
 - Resolution of audit findings
 - Registration of Service Contractors' subcontracts/agreements
 - Accreditation of insurance/bonding companies

- **Consumer Welfare and Promotion Staff (CWPS)**
 - Consumer-related information requests
 - Electric bill verification service
 - Complaints resolution

RIGHTS AND RESPONSIBILITIES OF CLIENTS

RIGHTS	RESPONSIBILITIES
The right to information	The responsibility to use vital information appropriately
The right to consumer education	The responsibility to take advantage of opportunities through seminars, briefings, fora and/or orientations
The right to basic energy services	The responsibility to use these services appropriately
The right to redress	The responsibility to contend for the quality of service that should be provided
The right to choose	The responsibility to make informed and responsible choices
The right to safety	The responsibility to read instructions and take precautions
The right to be heard	The responsibility to make opinions known
The right to privacy	The responsibility to know how information will be used and to divulge personal information

FEEDBACK MECHANISM

In order to promote the interest of energy clients, the **Consumer Welfare and Promotion Staff** (CWPS) of the DOE is always ready to receive client feedback, suggestions and complaints (FSC) on matters pertaining to the delivery of services. FSC can be sent to the DOE through several options: the **DOE ENERTEXT 2920**; the **DOE Portal** via the internet at website <http://www.doe.gov.ph>; phone call at **telefax no. 840-22-67**; or personal appearance at the CWPS in Fort Bonifacio, Taguig, Metro Manila, where General Feedback Forms and Complaint Forms are available.

Forms



General Feedback Form

CWPS Form No. 1

Reference No. _____

Date: _____

Name (Optional): _____

Occupation: _____

Company/School/Organization: _____

Address: _____

Tel/Fax Nos.: _____

Email Address: _____

Please indicate the unit/office visited: _____

Type of service to be availed of: _____

To enable us to improve our services please take a few minutes to answer the following questions:

Please check one that best suits your impression.

1. How often do you visit us?

- Weekly
- Monthly
- Quarterly
- Yearly
- This is my first visit

2. Did you get the information you were looking for?

- Yes, quickly
- Yes, but it took a while
- No, it will be sent to me
- No, I'll come back
- No and I give up

3. How would you rate the staff/employee who attended to you?

- Professional
- Friendly
- Accommodating
- Good
- Poor

Name of Employee who assisted you: _____

4. Overall, how would you rate the service provided?

- Very Good
- Good
- Fair
- Poor

5. Please provide other comments and suggestions.

- What other services do you expect from DOE?
- How can we further improve our services?
- Which of our services do you make use of more often?
- How would you compare our services with those of other government agencies?

Thank you for visiting the Department of Energy.



Complaint Form

CWPS Form No. 2

Reference No. _____

PART I. INSTRUCTIONS FOR FILING A COMPLAINT

1. Always try to resolve your complaint with the person concerned before filing a complaint with the Department of Energy.
2. Print clearly, using black or blue pen.
3. Provide as much information as possible.
4. Attach copies of relevant documents (e.g., receipts, correspondences, contracts, cancelled cheques etc.)

PART II. COMPLAINANT'S INFORMATION

Name	Telephone No.
Address	
Telephone No.	Fax No.
Mobile Phone No.	Email Address :

PART III. BUSINESS INFORMATION

Business Name	Telephone No.
Address	
Telephone No.	Fax No.
Email Address :	

PART IV. YOUR COMPLAINT

Date of complaint	Name of Contact(s)
Nature of complaint (briefly describe the problems encountered)	
Signature	Date

FOR CWPS USE ONLY

Date: _____ Received by : _____



Department of Energy

Endorsement Form

CWPS Form No. 3

Reference No. _____

Date: _____

Respectfully referred to Mr./Ms. _____
(Name / Position / Office, Department, or Section)

_____ for appropriate action, _____
(complaint)

as the subject matter falls within his / her jurisdiction.

Commodity	Nature of Complaint/s	Name of firm and address	Complainant and contact Info	Remarks

Information on the action thereon may be sent directly to the above-named complainant, copy furnished this office.

Helen B. Arias
Chief
Consumer Welfare and Promotion Staff



Department of Energy

Agency Action Report

CWPS Form No. 4

Reference No. _____

Date: _____

To: CWPS
From: _____
Reference No. _____

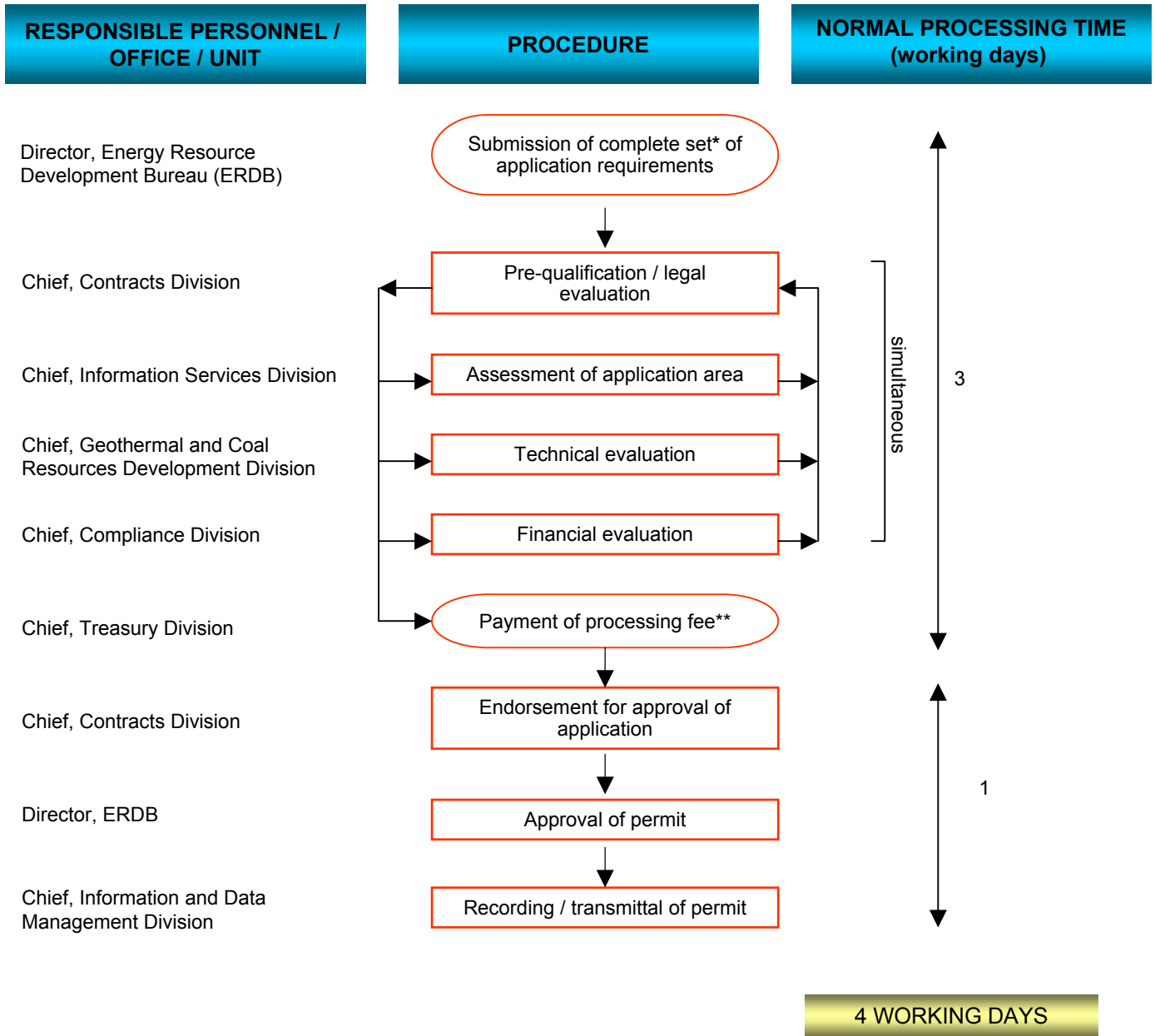
Date Received	Status of Complaint / Final Action Taken	Date Resolved	Remarks

Workflow Charts



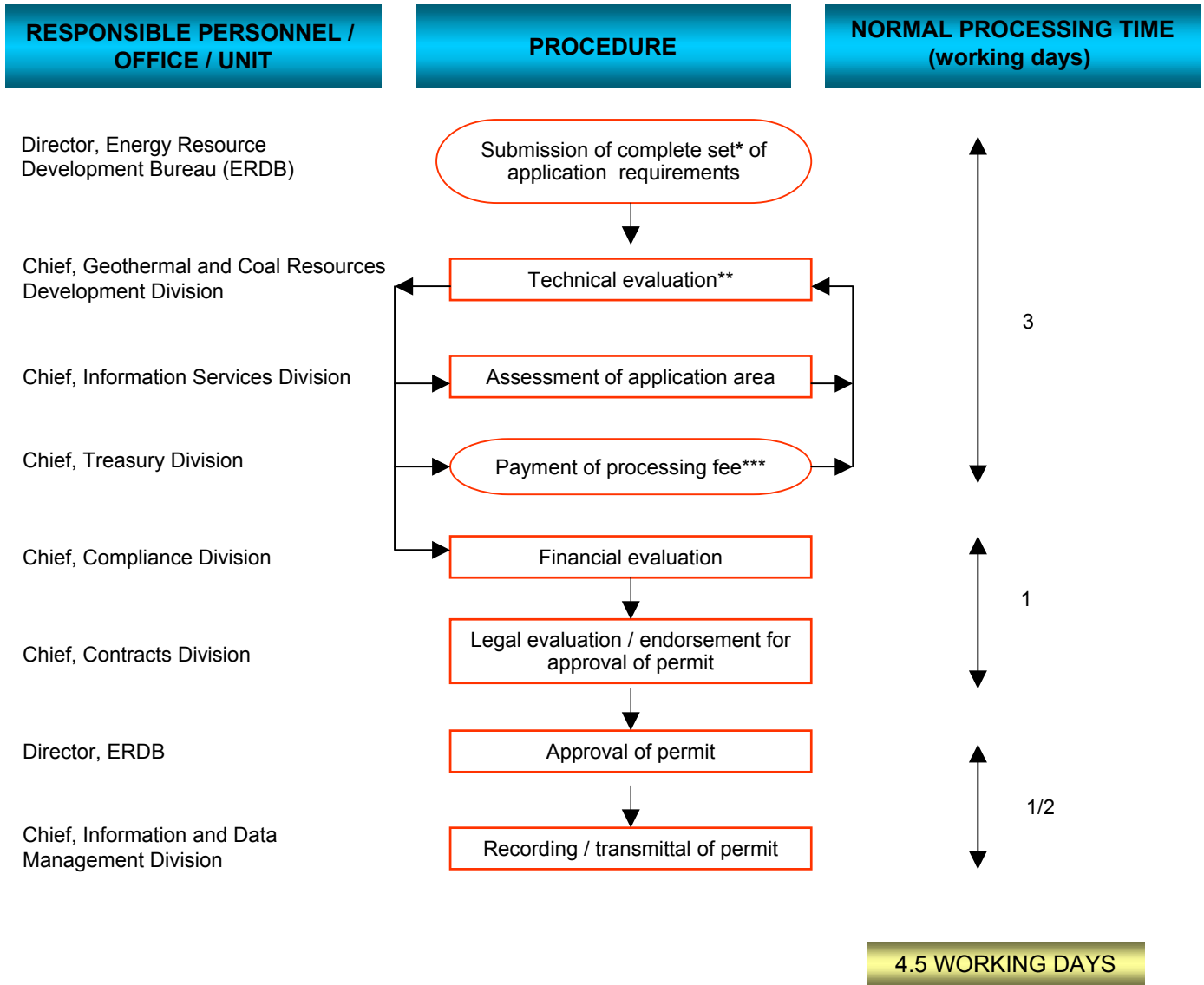
Energy Resource Development Bureau

PROCESSING OF NONEXCLUSIVE GEOHERMAL EXPLORATION PERMIT APPLICATIONS



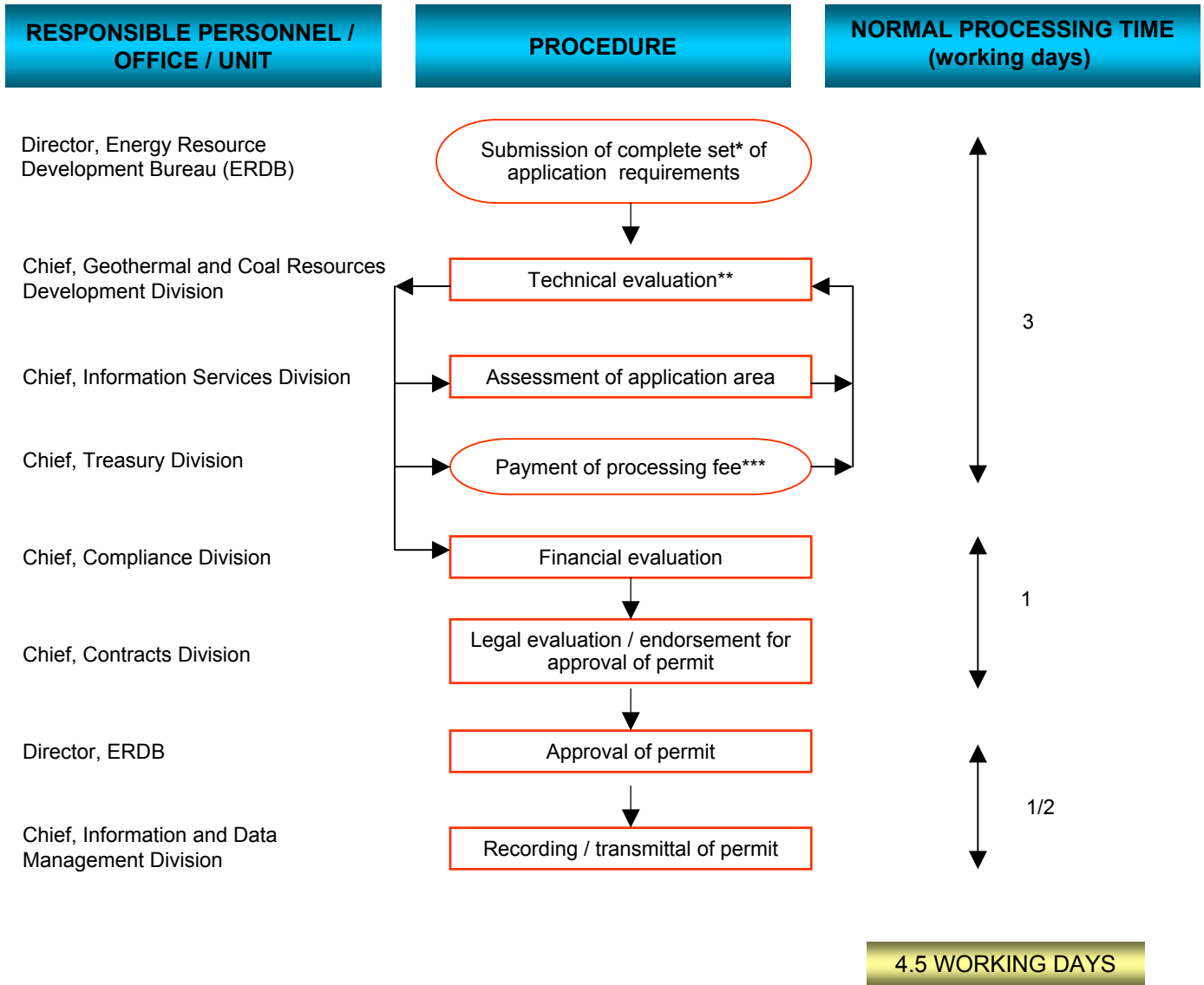
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; margin-right: 5px;"></div> Applicant </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; width: 20px; height: 10px; margin-right: 5px;"></div> DOE </div>	<ol style="list-style-type: none"> 1) Application letter 2) Proposed work program and schedule of expenditures 3) Map of application area and technical description 4) Company profile, articles of incorporation and by-laws of corporation 5) Proof of technical capability, list of technical staff with bio-data 6) Proof of financial capability, audited financial statements / annual report for the past two (2) years 7) Summary of geological and geophysical survey data and drilling data, if any, on the area of application 8) Certificate of Authority for the designated company representative to negotiate on the service contract, executed under oath by the Corporate Secretary 	Php 300 / application	P.D. 1442 E.O. 197

PROCESSING OF COAL RECONNAISSANCE PERMIT APPLICATIONS



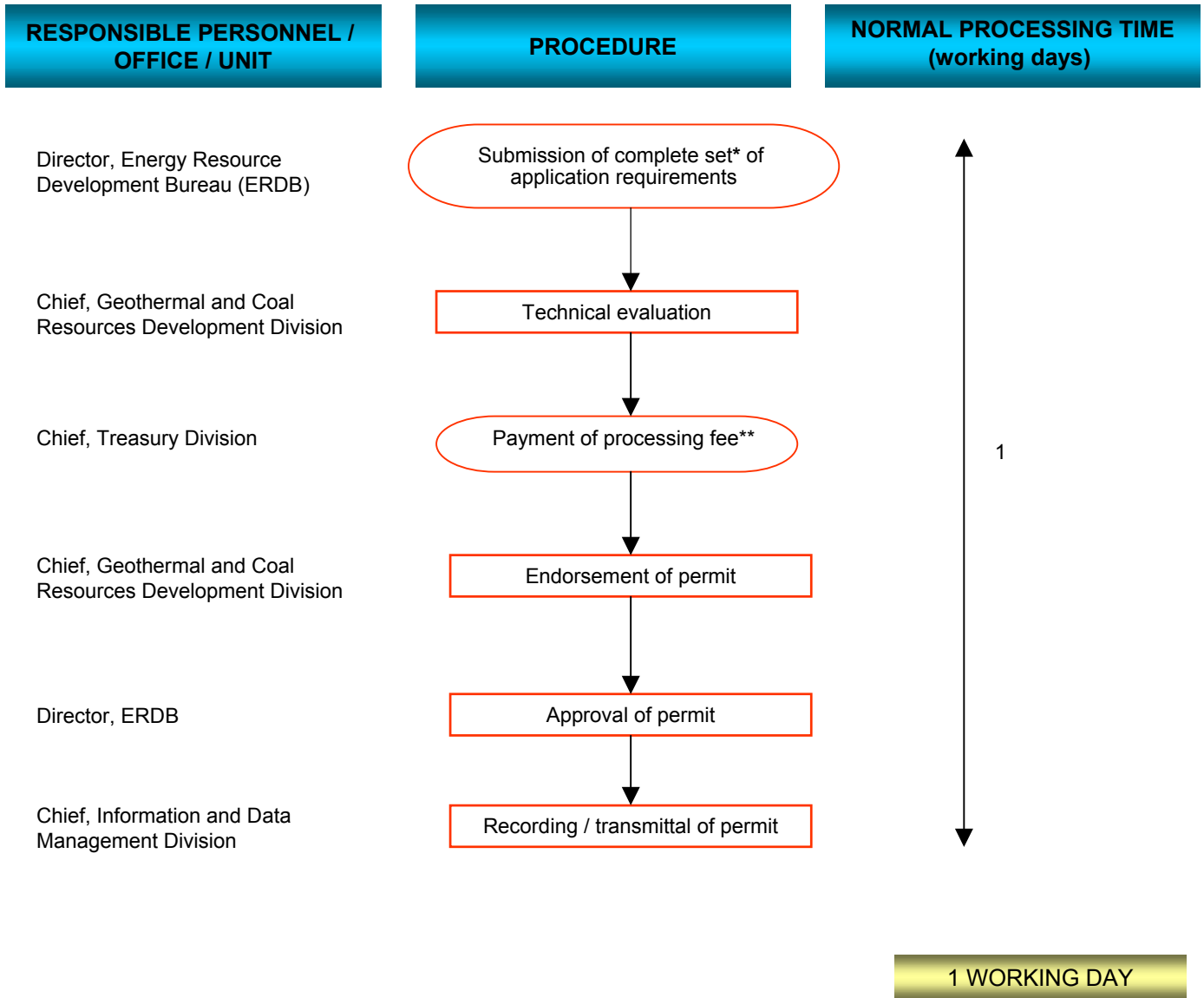
<p style="text-align: center;"><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Application letter and receipt of filing fee 2) Proposed work program (6 months), patterned after OEA-TD-Coal-1 Form and signed by a licensed geologist 3) Map showing distribution of work commitments 4) Organizational Chart – Technical 5) Curriculum vitae of technical personnel 6) Detailed cost estimate of reconnaissance expenses 7) Timetable of reconnaissance activities 8) Geologic report signed by a licensed geologist (optional) 	<p>** For new applications, field verification for at least 5 days may be necessary</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">*** PROCESSING FEE</td> <td style="width: 40%;"><u>LEGAL BASES</u></td> </tr> <tr> <td>Php 2,400/ block</td> <td>P.D. 972 E.O. 197</td> </tr> </table>	*** PROCESSING FEE	<u>LEGAL BASES</u>	Php 2,400/ block	P.D. 972 E.O. 197
*** PROCESSING FEE	<u>LEGAL BASES</u>					
Php 2,400/ block	P.D. 972 E.O. 197					

PROCESSING OF SMALL-SCALE COAL MINING PERMIT APPLICATIONS



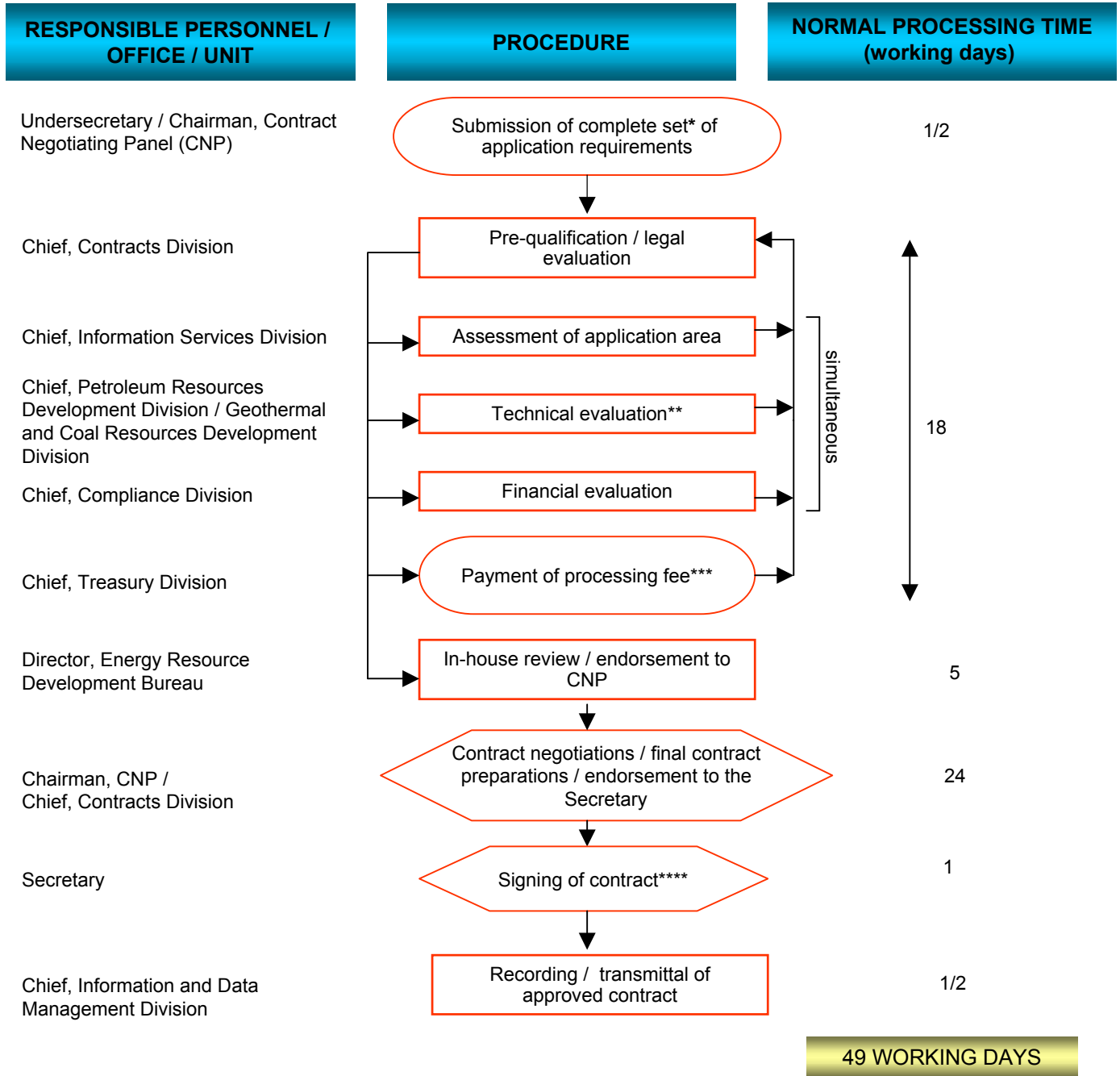
LEGEND	* LIST OF REQUIREMENTS	** For new applications, field verification for at least 5 days may be necessary
<p>○ Applicant</p> <p>□ DOE</p>	<ol style="list-style-type: none"> 3 sets of filled-out Form No. SS-1 with the following attachments: <ol style="list-style-type: none"> Survey plan (1 mylar, 2 white prints) signed by a Geodetic Engineer Lot technical description Lot data computation Certificate of residency from the Brgy. Captain and Municipal / City Mayor Operating agreement and contract of purchase and sale Filled-out Form No. SS-2 with the following attachments: <ol style="list-style-type: none"> Geologic map and coal reserve computation Detailed mining plan Project timetable Table of organization Proof of Php 10,000 working capital Filled-out Form No. SS-3 	<p>*** <u>PROCESSING FEE</u> <u>LEGAL BASES</u></p> <p>Php 540 / hectare P.D. 972 E.O. 197</p>

PROCESSING OF REGISTRATION/RENEWAL OF SAFETY ENGINEER'S AND INSPECTOR'S PERMIT APPLICATIONS



<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEES</u>	<u>LEGAL BASES</u>
<div style="border: 1px solid red; border-radius: 15px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Police clearance 2) Resume / biodata with 2x2 picture 3) Photocopy of PRC ID (for Safety Engineer only) 4) Endorsement letter from concerned Coal Operating Contract holder 	Coal - Php 180 / application Geothermal - Php 240 / application	E.O. 197 P.D. 1442 E.O. 197

PROCESSING OF SERVICE / OPERATING CONTRACT APPLICATIONS (PETROLEUM, COAL and GEOTHERMAL)



<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	** For new applications, field verification for at least 5 days may be necessary		
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**** 1. Contracts with local companies to be signed by the DOE Secretary 2. Contracts with foreign companies to be signed by the President		<u>TYPE OF APPLICATION</u>	<u>*** PROCESSING FEES</u>	<u>LEGAL BASES</u>
		Coal Operating Contract	Php 24,000 / block	P.D. 972; E.O. 197
		Petroleum Service Contract	Php 0.48 / hectare	P.D. 87; P.D. 1857; E.O. 197
		Geothermal Service Contract	Php 1.20 / hectare	P.D. 1442; E.O. 197

LIST OF REQUIREMENTS FOR PROCESSING OF SERVICE / CONTRACT APPLICATIONS

A. GEOTHERMAL SERVICE CONTRACT

1. Letter of application
2. Company profile, articles of incorporation and by-laws of corporation
3. Location map and technical description of the area being applied for
4. Proof of technical capability, including a list of technical personnel and their bio-data
5. Proof of financial capability, audited financial statements / annual reports for the past two years
6. Work program and schedule of expenditures
7. A summary of geological and geophysical survey data and drilling data, if any, on the area of application
8. Proposed service contract patterned after the model contract and model accounting procedures
9. A comparative analysis in tabulated form of items in service contract proposal which deviate from the model contract, including reasons for the proposed changes
10. A Certificate of Authority from the Board of Directors authorizing its designated representatives to negotiate the Service Contract, executed under oath by the Corporate Secretary

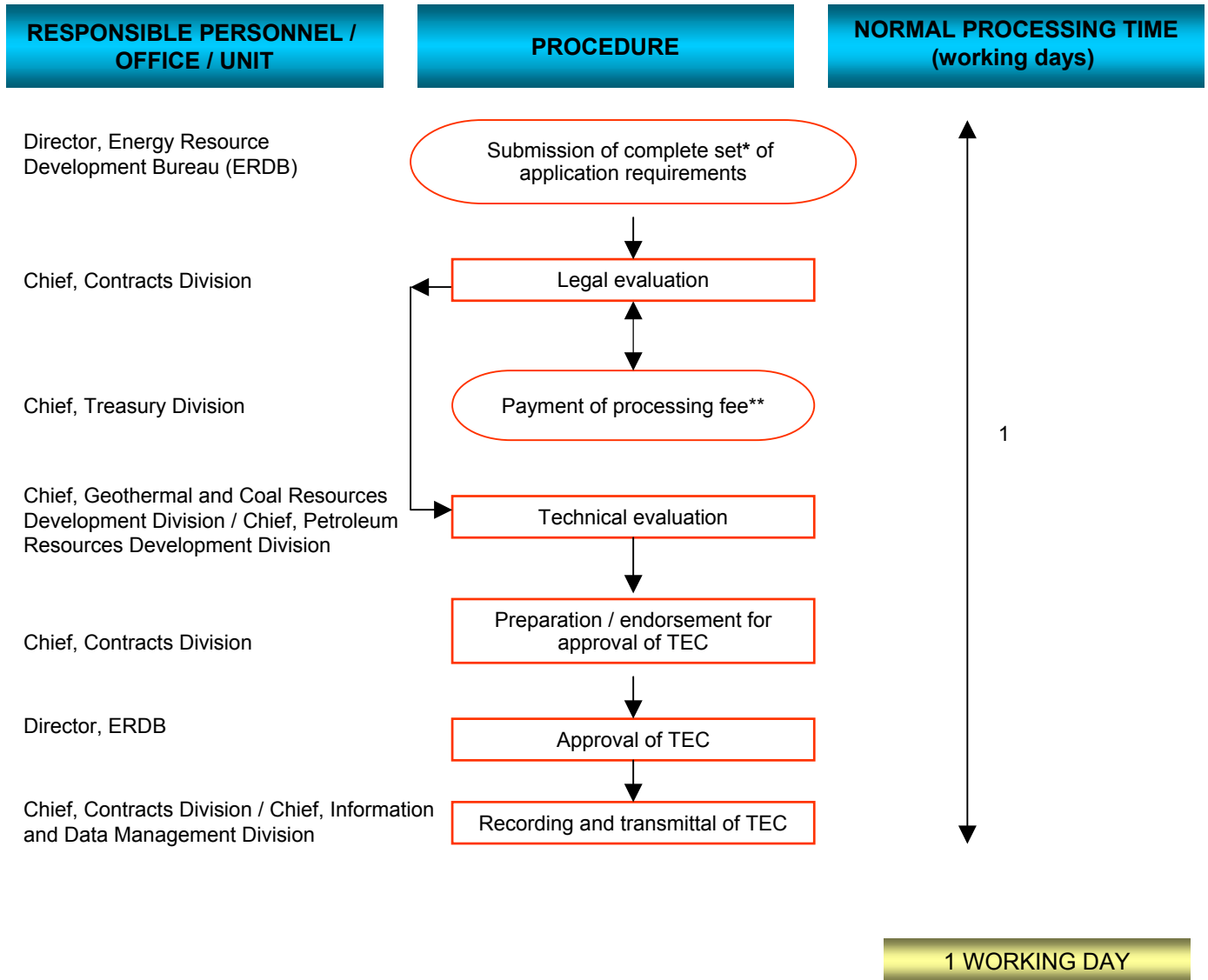
B. PETROLEUM SERVICE CONTRACT

1. Summary of application containing information on company name, contract areas applied for, work obligation and minimum expenditures
2. Legal documentation including articles of incorporation, by-laws, certificate of registration, certificate of authority, information sheet of corporation, resume/profile of corporation
3. Financial documentation including latest annual report/audited financial statements. For newly organized subsidiary, parent company financial statements and parent guarantee
4. Work program / economic documentation including proposed service contract, geological and geophysical evaluation, economics and development concepts of possible discoveries, minimum expenditures
5. Technical documentation including operating experience, available technical and industrial resources, HSE approach and standards, and commitment to the development of human resources in the Philippines and use of local goods and services

C. COAL OPERATING CONTRACT

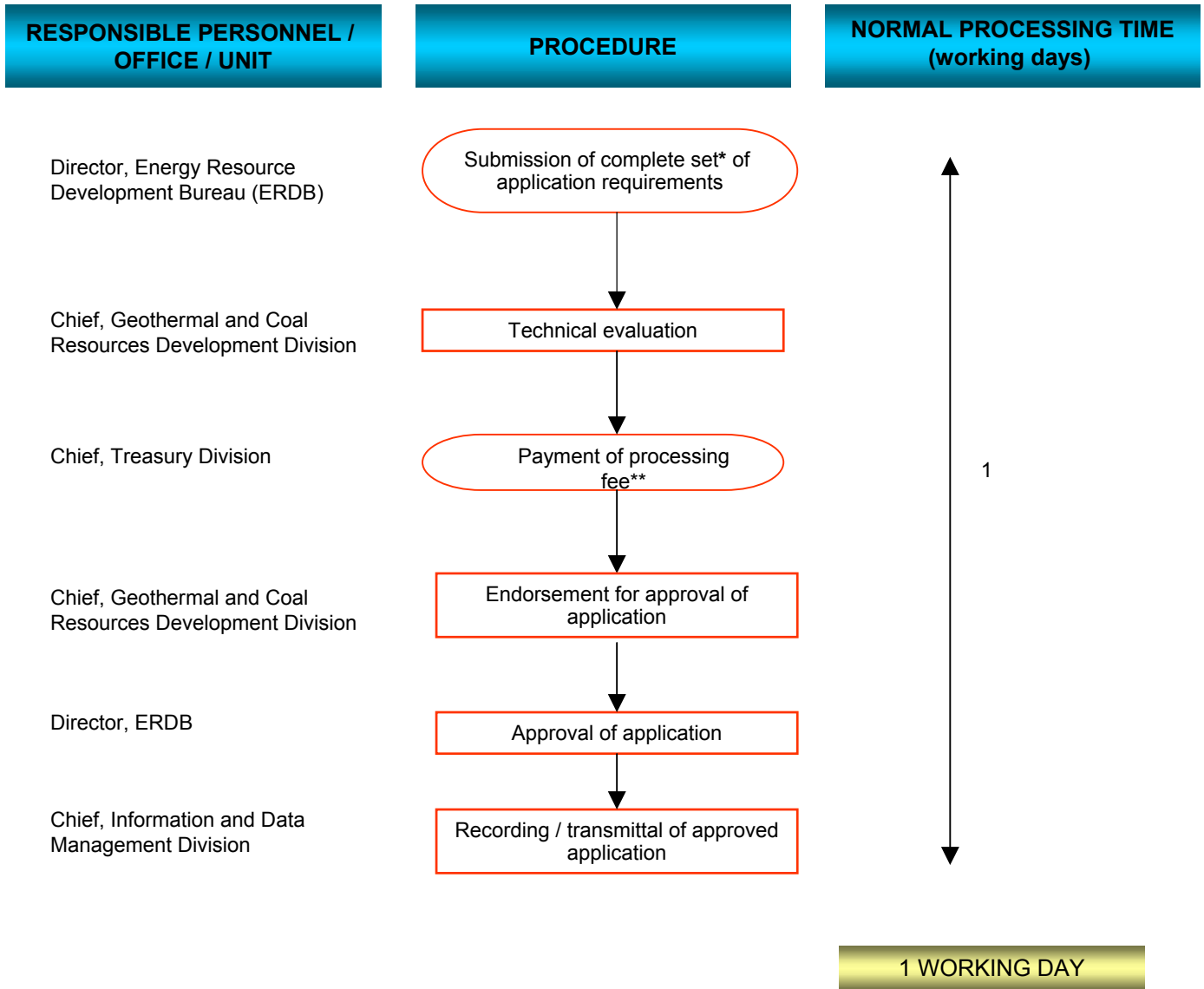
1. Letter of application
2. Technical description and map of application area
3. Three (3) sets of DOE-N-Coal-1 Form
4. Proposed work program using DOE-TD-Coal-1 Form, signed by a mining engineer (for Development/Production Contract) or geologist (for Exploration Contract)
5. Map showing distribution of work commitments
6. Geological report signed by a licensed geologist
7. Organizational chart for technical and administrative
8. Curriculum vitae of technical and administrative personnel
9. List of available company-owned safety and mining equipment (for Development/Production Contract) or exploration equipment and evidence of ownership of drilling equipment/copy of negotiated drilling contract (for Exploration Contract)
10. Detailed cost estimate, including timetable of activities
11. Deviations from model contract with justifications
12. Articles of incorporation
13. Audited and unaudited financial statements for the past three years. For new corporations, audited and unaudited financial statements as of date of application and certification issued by a bank on the corporation's cash balance as of date of application
14. Cash flow statements for the past three years

PROCESSING OF TAX-EXEMPTION CERTIFICATE (TEC) APPLICATIONS



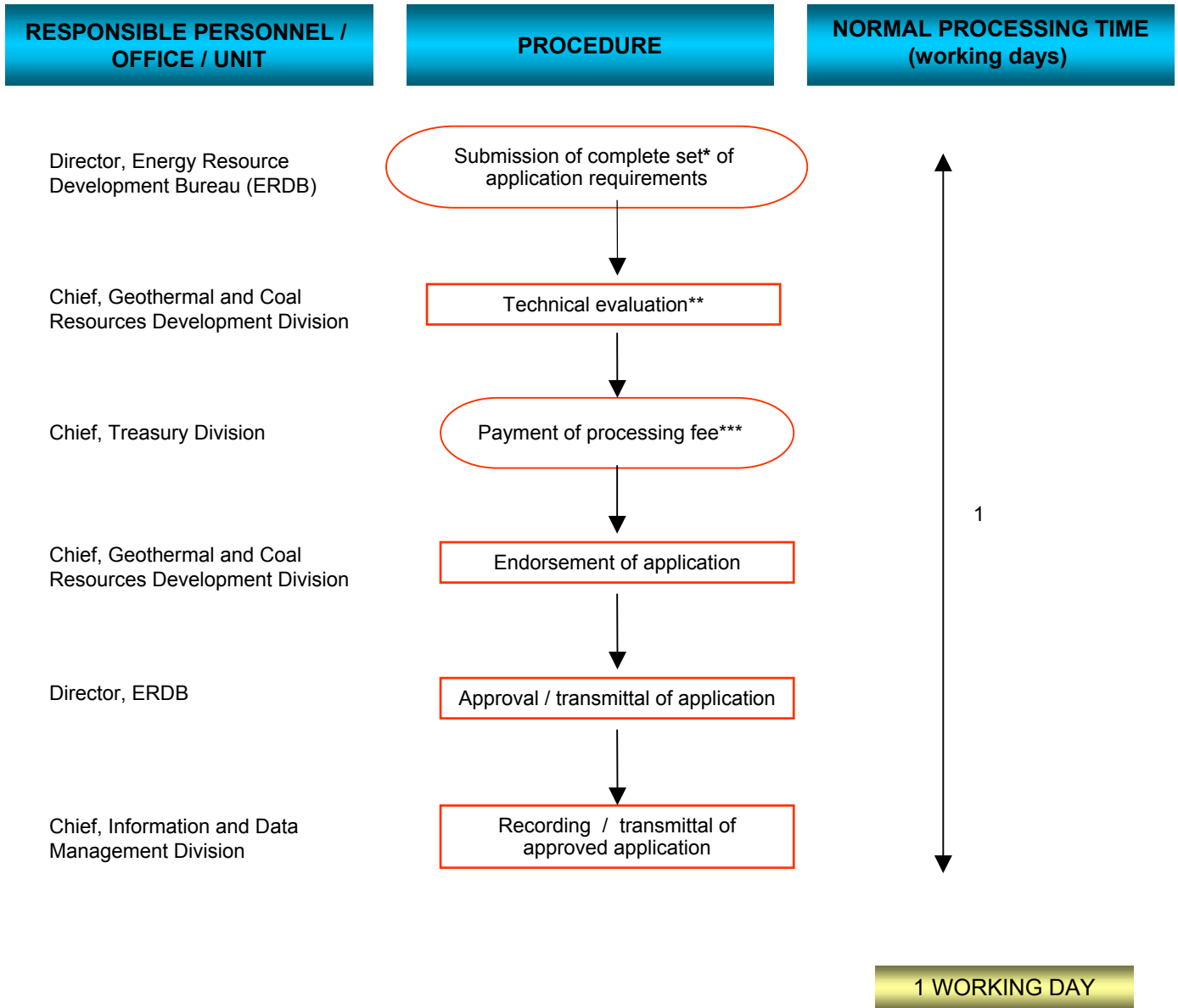
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASIS:
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Application form duly signed by company representative, notarized and sealed by Notary Public 2) TEC application number, official receipt of processing fee 3) Company purchase order 4) Requisition slip from minesite 5) Computation of taxes waived 6) BED Circular No. 81-11-09, if applicable 	Php 240 / application	E.O. 197



PROCESSING OF APPLICATIONS TO POSSESS EXPLOSIVES



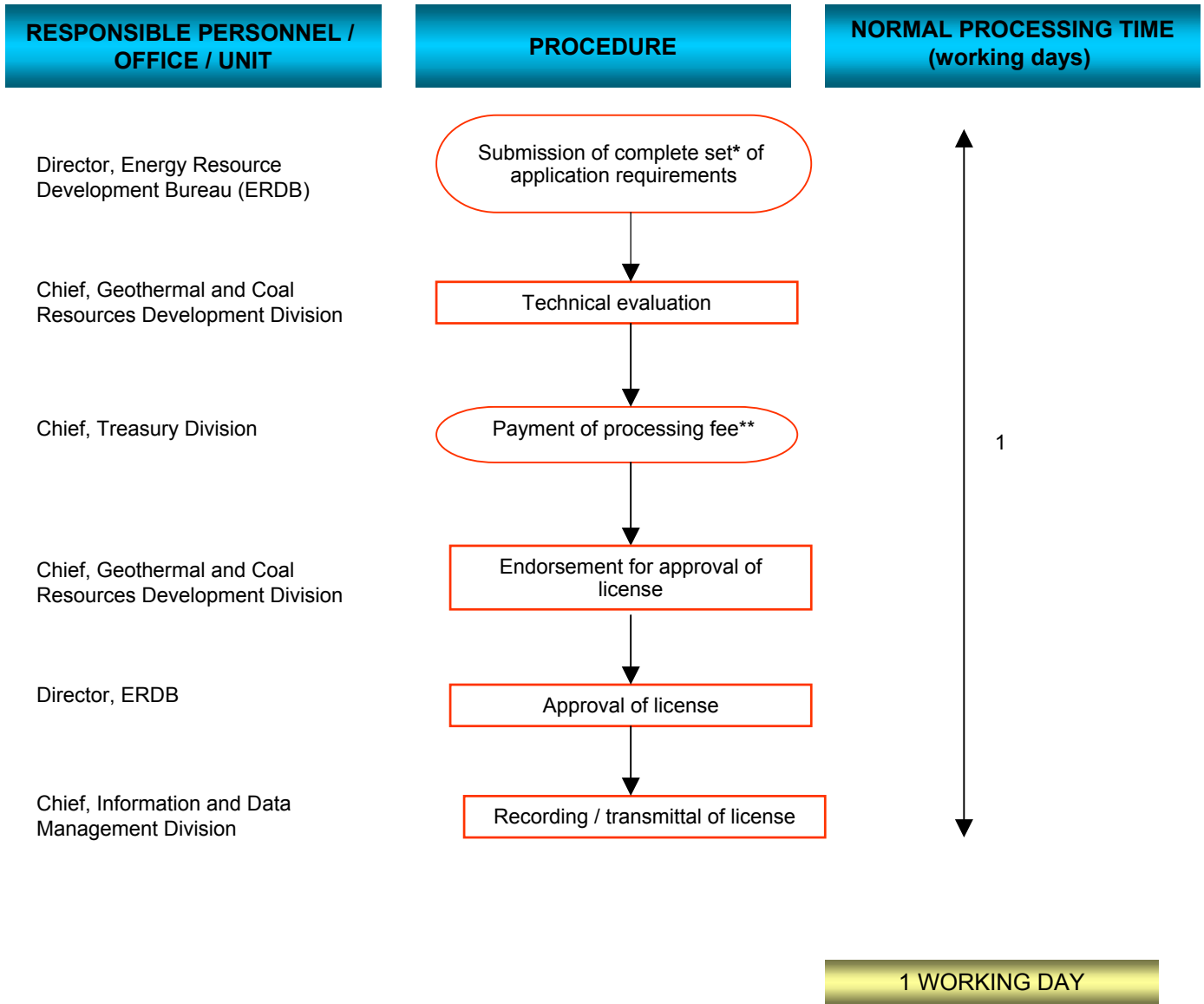
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Purchaser's license 2) Blaster Foreman's license 3) Consolidated report of acquisition and disposal of explosives 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>** PROCESSING FEE</u></td> <td style="width: 50%;"><u>LEGAL BASES</u></td> </tr> <tr> <td>Php 240 / application</td> <td>BED Circular No. 1, Series of 1978 E.O. 197</td> </tr> </table>	<u>** PROCESSING FEE</u>	<u>LEGAL BASES</u>	Php 240 / application	BED Circular No. 1, Series of 1978 E.O. 197
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Php 240 / application	BED Circular No. 1, Series of 1978 E.O. 197					

PROCESSING OF APPLICATIONS TO PURCHASE/MOVE EXPLOSIVES



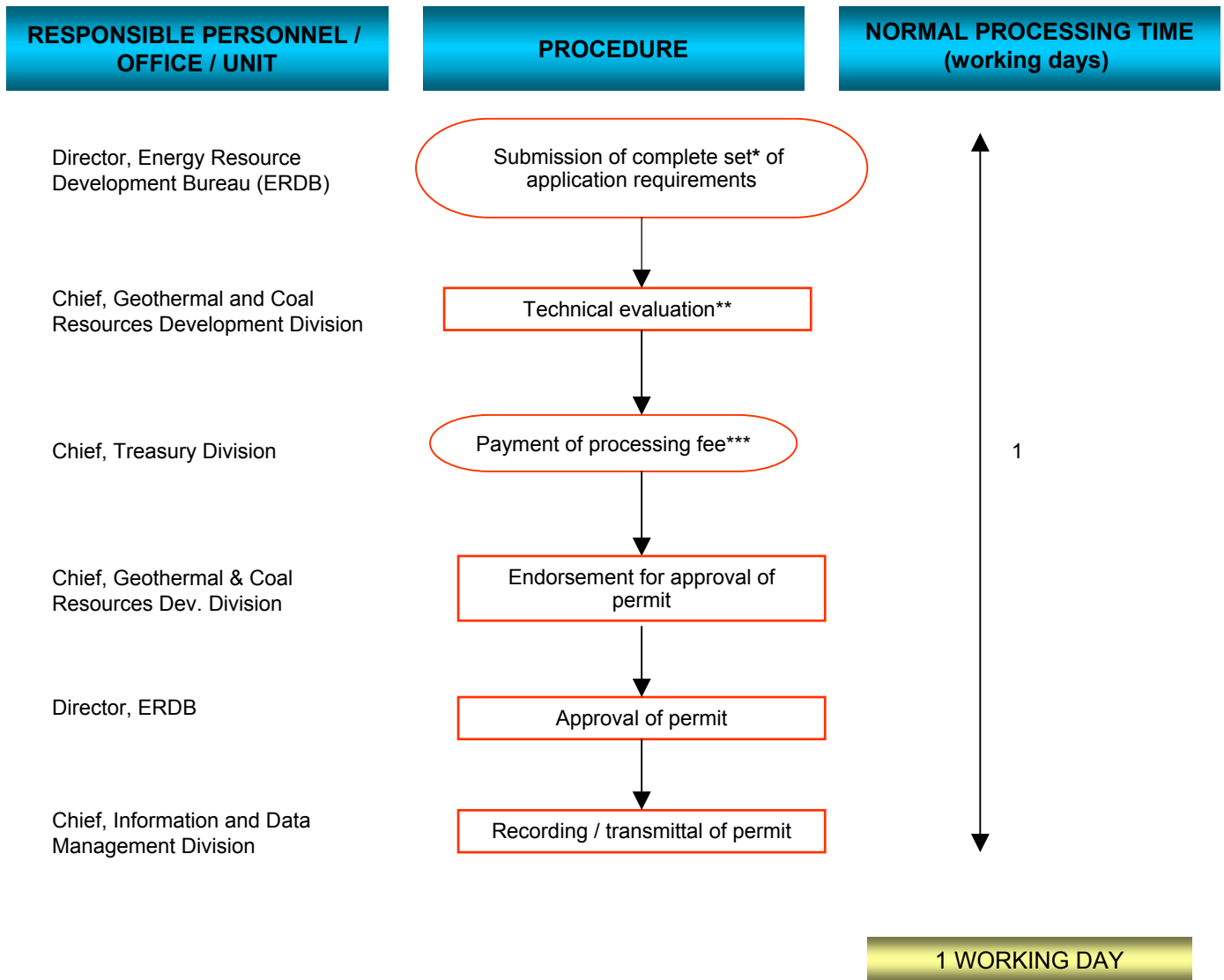
<p>LEGEND</p> <p> Applicant</p> <p> DOE</p>	<p>* LIST OF REQUIREMENTS</p> <ol style="list-style-type: none"> 1) Purchaser's license 2) Blaster Foreman's license 3) Consolidated report of acquisition and disposal of explosives 4) Inventory of explosive / explosive ingredients (last 12 months) 5) Security survey of explosive magazines 	<p>** For new applications, field verification for at least 5 days may be necessary</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th data-bbox="885 1759 1118 1791">*** PROCESSING FEES</th> <th data-bbox="1147 1759 1271 1791">LEGAL BASES</th> </tr> </thead> <tbody> <tr> <td data-bbox="885 1812 1118 1843">Coal - Php 120 / application</td> <td data-bbox="1147 1812 1394 1864">BED Circular 1, Series of 1978 E.O. 197</td> </tr> <tr> <td data-bbox="885 1864 1118 1917">Geothermal - Php 120 / application</td> <td data-bbox="1147 1864 1394 1896">P.D. 1442; E.O. 197</td> </tr> </tbody> </table>	*** PROCESSING FEES	LEGAL BASES	Coal - Php 120 / application	BED Circular 1, Series of 1978 E.O. 197	Geothermal - Php 120 / application	P.D. 1442; E.O. 197
*** PROCESSING FEES	LEGAL BASES							
Coal - Php 120 / application	BED Circular 1, Series of 1978 E.O. 197							
Geothermal - Php 120 / application	P.D. 1442; E.O. 197							

PROCESSING OF APPLICATIONS / RENEWAL FOR BLASTER FOREMAN'S LICENSE



LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEES	LEGAL BASES
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PROCESSING OF APPLICATIONS FOR EXPLOSIVE PURCHASER'S LICENSE/AMENDMENTS TO LICENSE

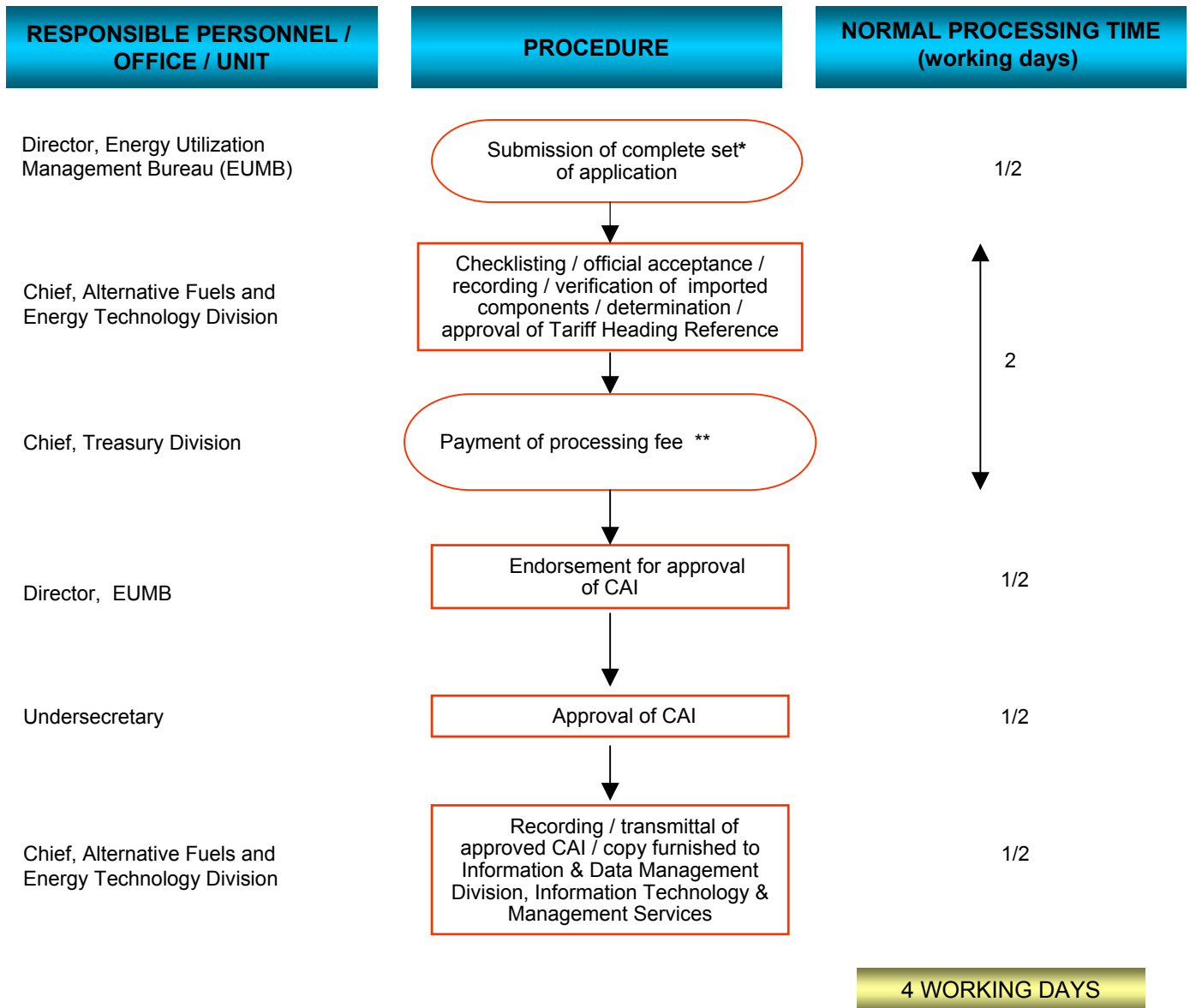


<p>LEGEND</p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;">* LIST OF REQUIREMENTS</p> <ol style="list-style-type: none"> 1) Purchaser's license application 2) Endorsement from Chief, Philippine National Police 3) Consolidated report of acquisition and disposal of explosives 4) Inventory of explosive / explosive ingredients (last 12 months) 5) Security survey of explosive magazines 6) Daily transaction of explosives / explosives ingredients 	<p>** For new applications, field verification for at least 5 days may be necessary</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">*** PROCESSING FEES</td> <td style="width: 50%;">LEGAL BASES</td> </tr> <tr> <td>Coal - Php 240 / application</td> <td>BED Circular No. 1, Series of 1978 E.O. 197</td> </tr> <tr> <td>Geothermal - Php 240 / application</td> <td>P.D. 1442; E.O. 197</td> </tr> </table>	*** PROCESSING FEES	LEGAL BASES	Coal - Php 240 / application	BED Circular No. 1, Series of 1978 E.O. 197	Geothermal - Php 240 / application	P.D. 1442; E.O. 197
*** PROCESSING FEES	LEGAL BASES							
Coal - Php 240 / application	BED Circular No. 1, Series of 1978 E.O. 197							
Geothermal - Php 240 / application	P.D. 1442; E.O. 197							



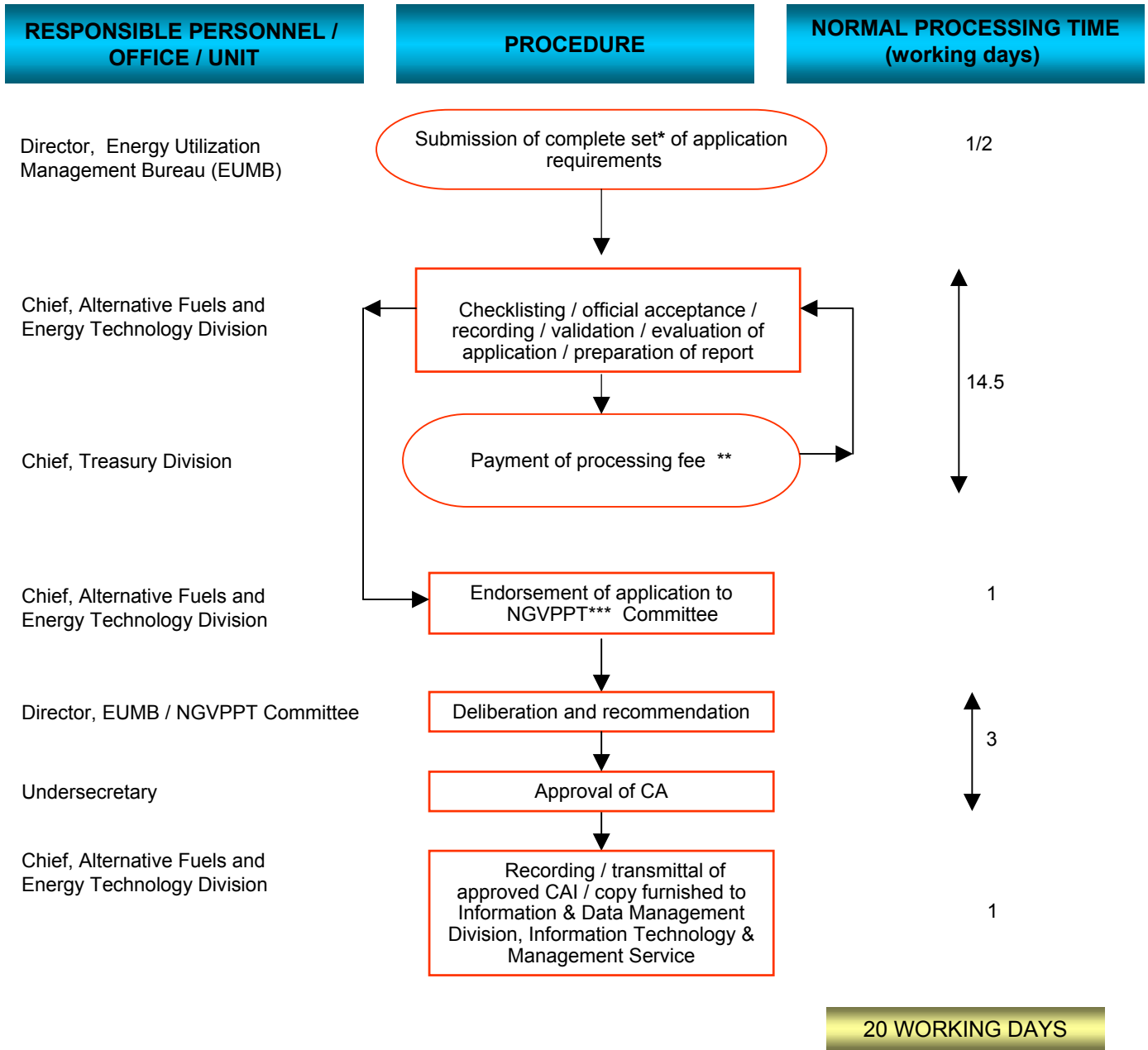
Energy Utilization Management Bureau

PROCESSING OF APPLICATIONS FOR CERTIFICATE OF AUTHORITY TO IMPORT (CAI)



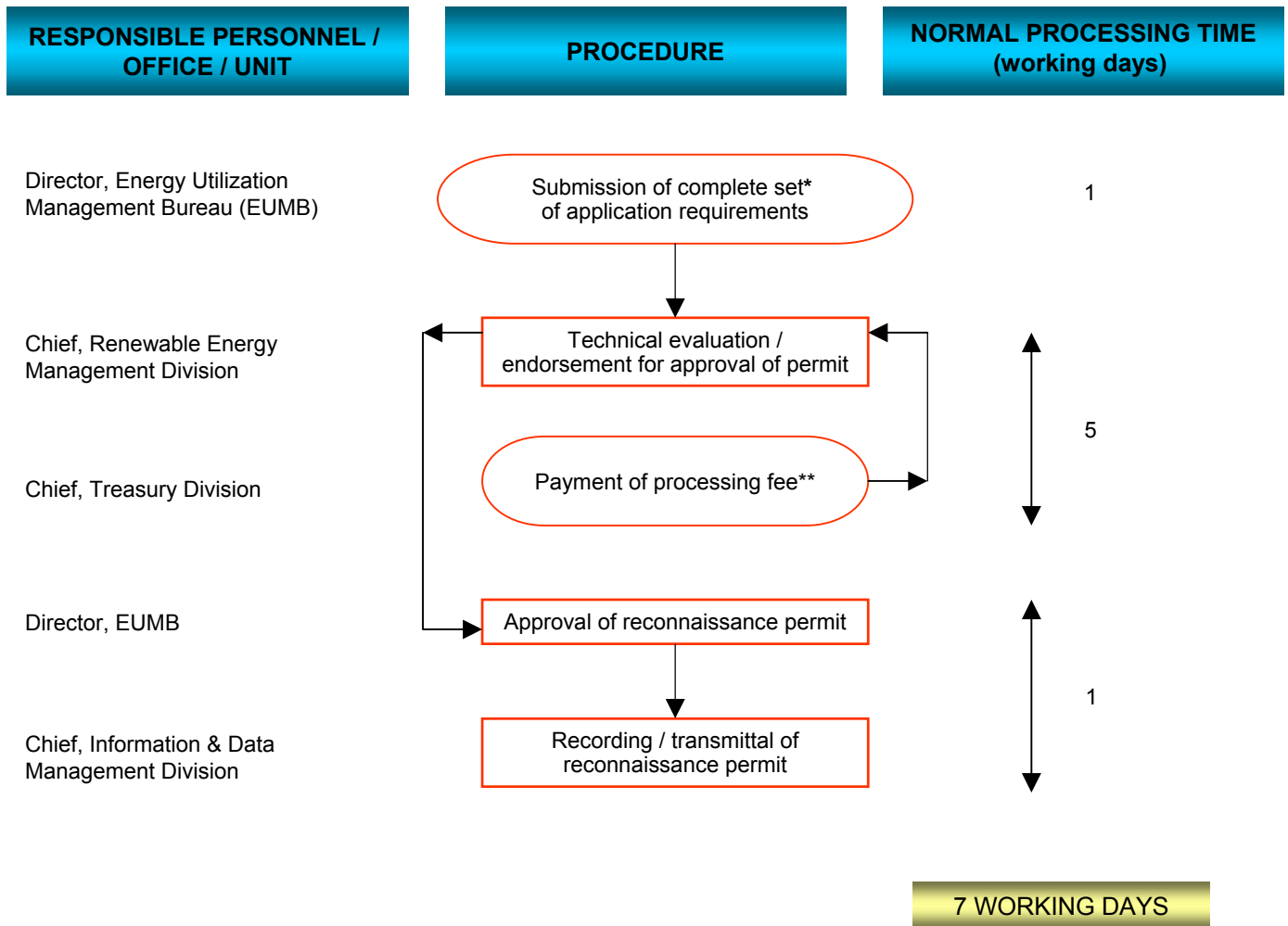
<p>LEGEND</p> <p> Applicant</p> <p> DOE</p>	<p>* LIST OF REQUIREMENTS</p> <p>Three (3) sets of the following:</p> <ol style="list-style-type: none"> 1) Filled-out application form 2) Business name and brand 3) Business proposal / Feasibility Study 4) Business permit 5) Technical licensing agreement / certification 	<p>** PROCESSING FEE</p> <p>Php 750</p> <p>LEGAL BASIS</p> <p>Tariff Code</p>
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PROCESSING OF APPLICATIONS FOR CERTIFICATE OF ACCREDITATION (CA)



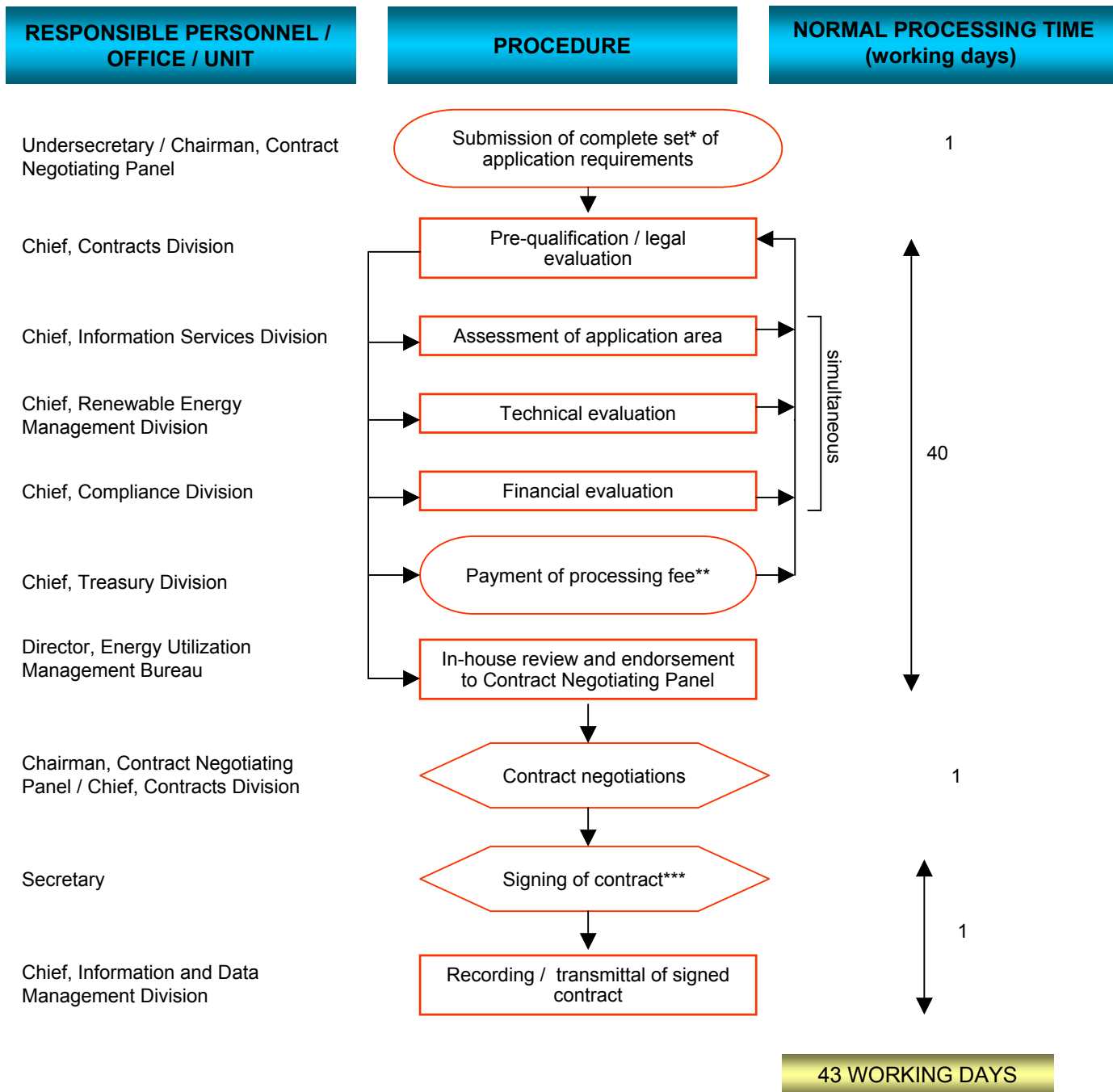
<p style="text-align: center;"><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p> <p>*** NGVPPT – Natural Gas Vehicle Program for Public Transport</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <p>Three (3) sets of the following:</p> <ol style="list-style-type: none"> 1) Filled-out application form 2) Business name and brand 3) Business proposal / Feasibility Study 4) Business permit 5) Technical licensing agreement / certification 	<p style="text-align: center;"><u>** PROCESSING FEE</u></p> <p style="text-align: center;">Php 1,500.00</p>	<p style="text-align: center;"><u>LEGAL BASIS</u></p> <p style="text-align: center;">Department Circular (For approval)</p>
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PROCESSING OF APPLICATIONS FOR MINI-HYDRO NONEXCLUSIVE RECONNAISSANCE PERMIT



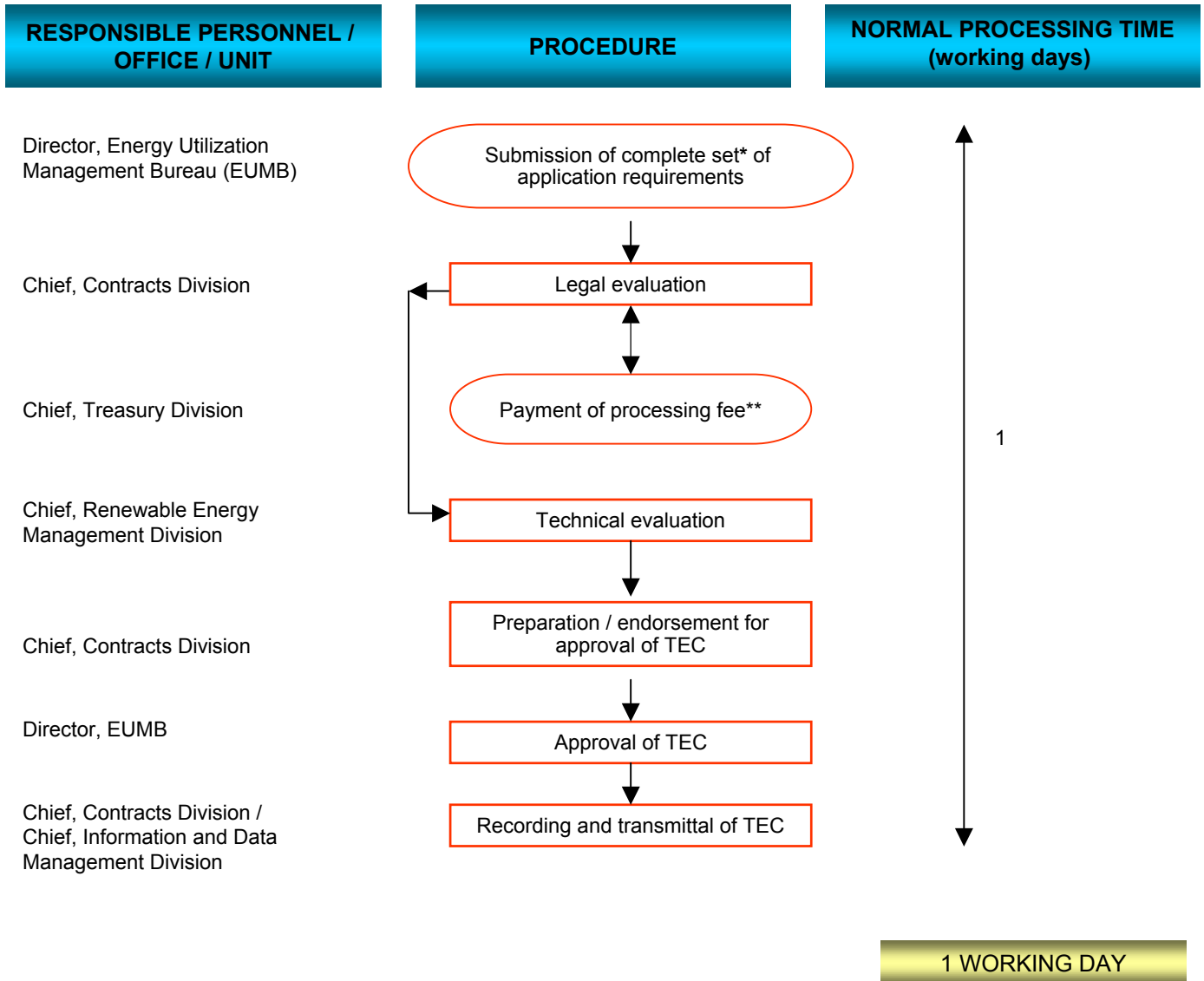
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASES</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Application letter 2) Location plan/vicinity map 3) Technical description 4) LGU endorsement 5) NCIP certification 6) Work program 7) Technical capability profile of applicant 	Php 600 / application	R.A. 7156 E.O.197

PROCESSING OF APPLICATIONS FOR MINI-HYDROELECTRIC POWER DEVELOPMENT OPERATING CONTRACT (MPDOC)



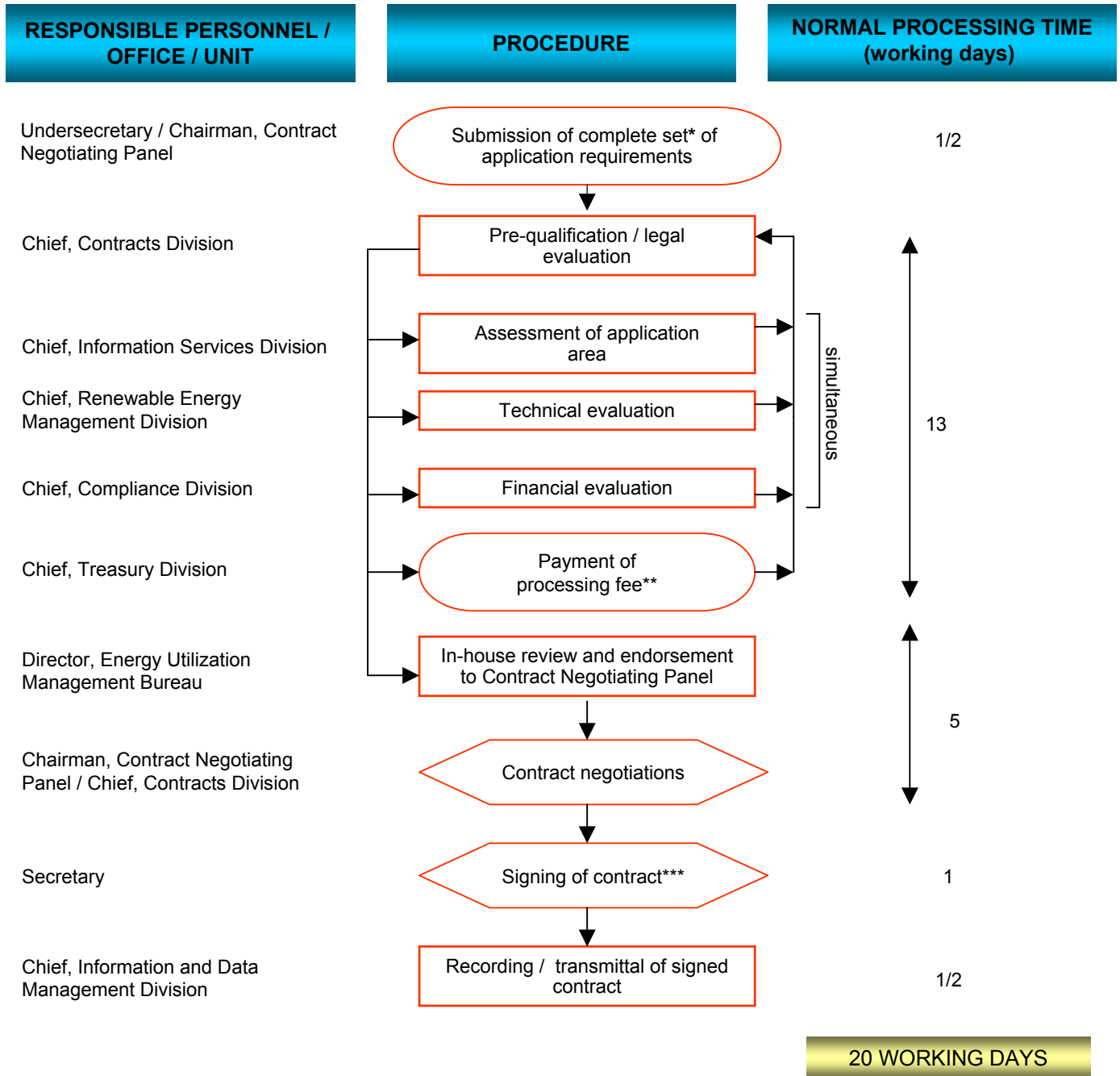
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES:	***
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px; transform: rotate(-45deg); transform-origin: left top;"></div> DOE & Applicant	1) Securities and Exchange Commission registration 2) Proposed Memorandum of Agreement / Power Purchase Agreement 3) Feasibility study 4) Environmental Compliance Certificate / Certificate of Non-Coverage from DENR 5) Water rights permit 6) Local Government Unit endorsement 7) Financial statement 8) Proof of technical capability	Php 2.50 / kw	R.A. 7156 E.O. 197	1. Contracts with local companies to be signed by the DOE Secretary 2. Contracts with foreign companies to be signed by the President

PROCESSING OF TAX-EXEMPTION CERTIFICATE (TEC) APPLICATIONS



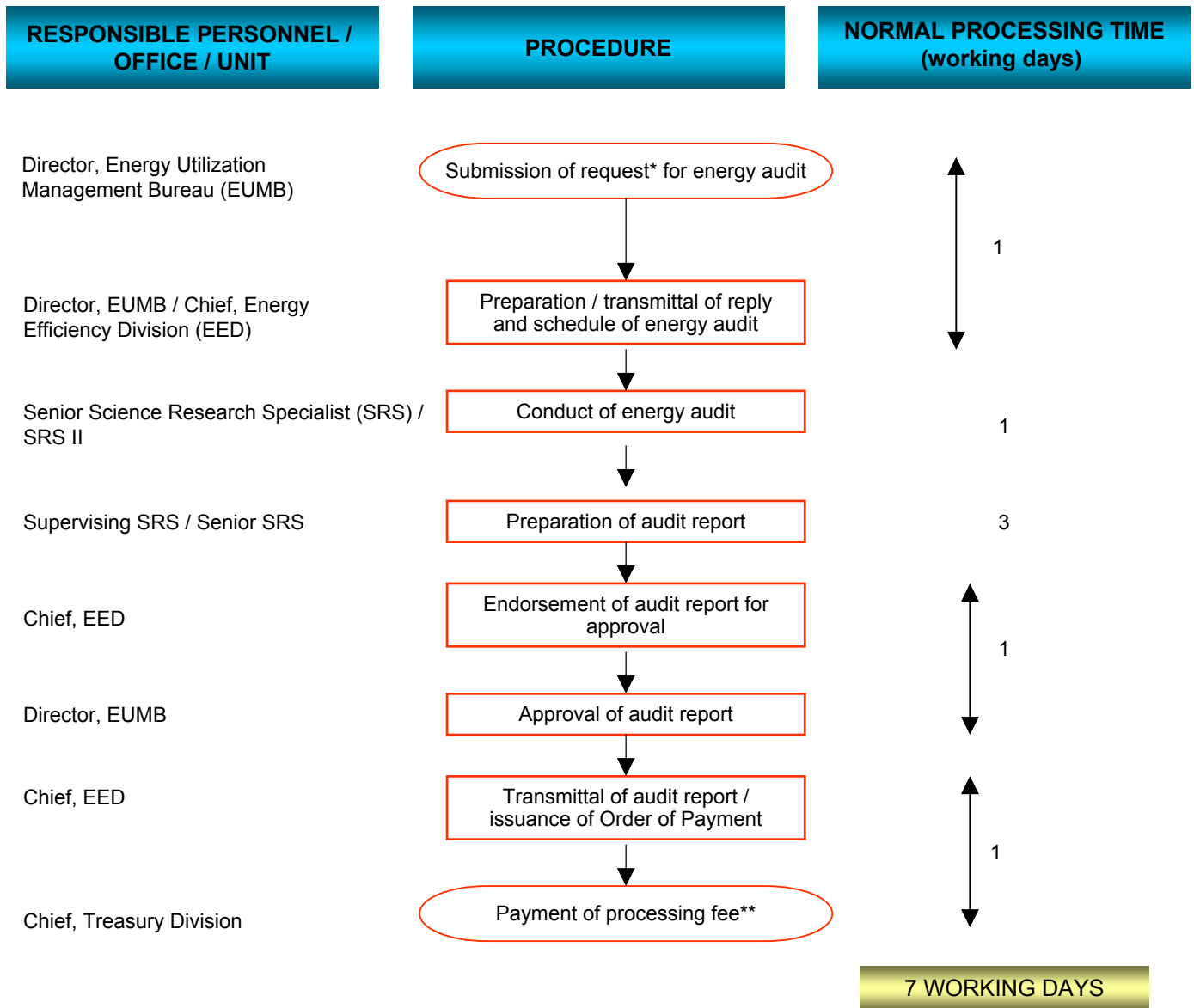
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES:
<p>○ Applicant</p> <p>□ DOE</p>	<ol style="list-style-type: none"> 1) Application letter 2) Airway bill 3) Bill of lading 4) Purchase order 5) Proforma invoice 6) Brokers Custom Duty Evaluation 7) Packing List 	Php 250 / application	R.A. 7156 E.O. 197

PROCESSING OF APPLICATIONS FOR OCEAN, SOLAR AND WIND (OSW) CONTRACT APPLICATIONS IN PUBLIC DOMAIN



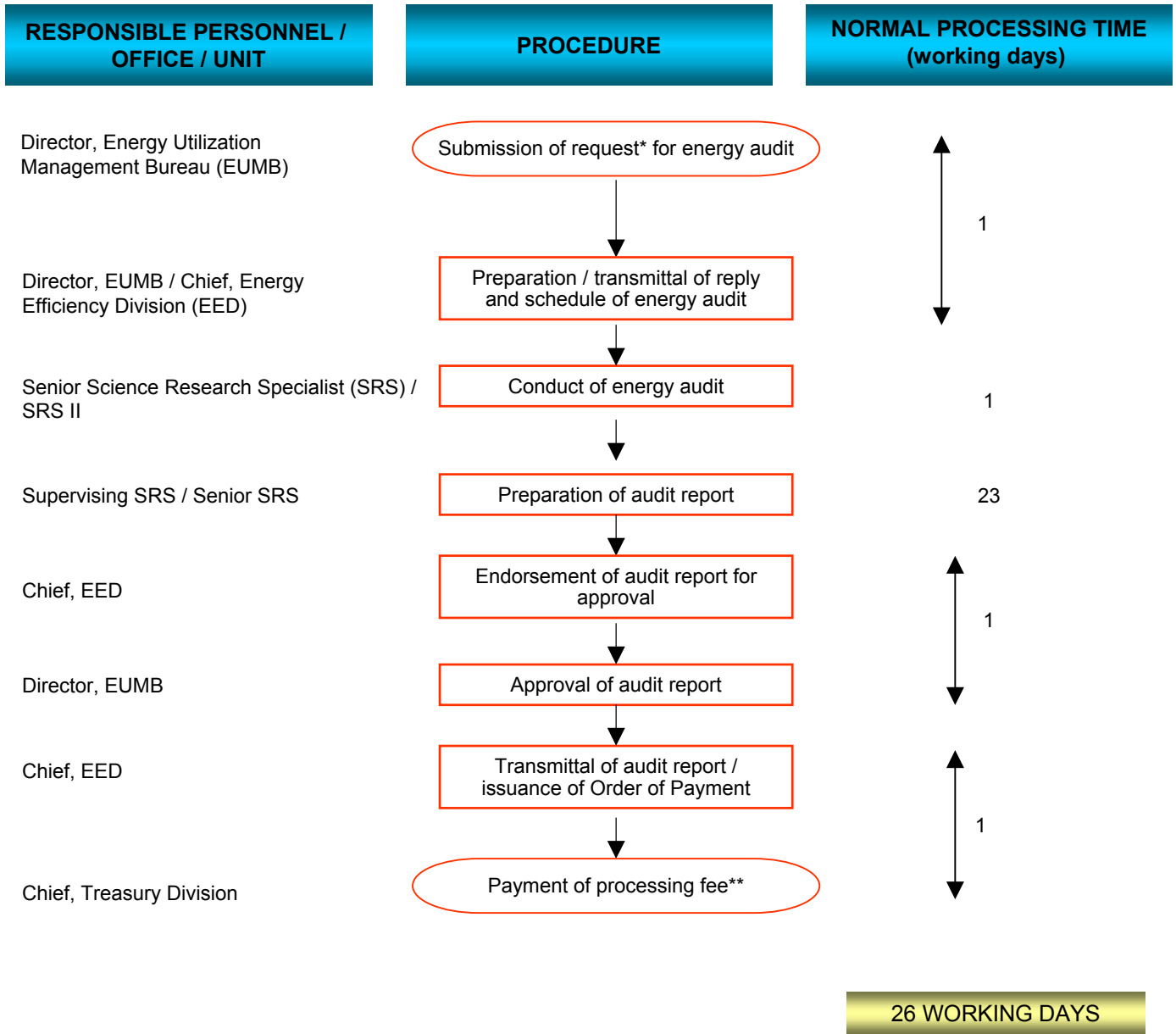
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES	***
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE <div style="border: 1px solid red; border-left: none; border-right: none; border-bottom: none; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE & Applicant	1) Application letter 2) Location map 3) OSW Form 1 4) Work program 5) Pre-commercial contract 6) Pre-negotiated commercial contract	Php 1,000 / application + Php 5 / hectare	E.O. 462 E.O. 232 E.O. 197	1. Contracts with local companies to be signed by the DOE Secretary 2. Contracts with foreign companies to be signed by the President

ENERGY AUDIT SERVICES: PRELIMINARY AUDIT



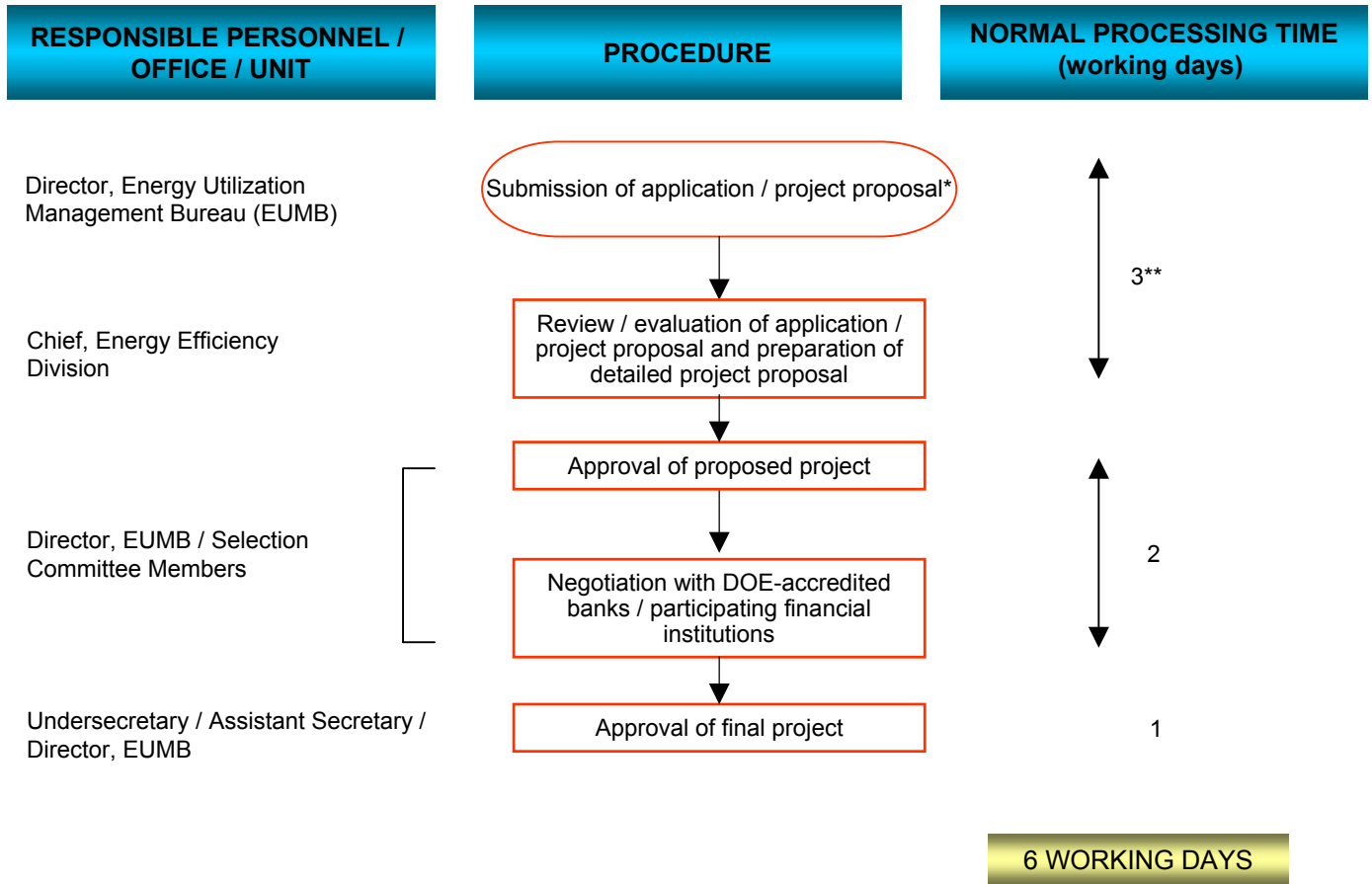
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASIS</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	1) Letter of request from the company 2) Letter of confirmation of energy audit schedule and pre-energy audit data requirement 3) Post-energy audit survey form for energy audit services feedback report	Php 11,000	E.O. 197

ENERGY AUDIT SERVICES: DETAILED AUDIT



LEGEND	* LIST OF REQUIREMENTS	PROCESSING FEES	LEGAL BASIS
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant	1) Letter of request from the company 2) Letter of confirmation of energy audit schedule and pre-energy audit data requirement 3) Post-energy audit survey form for energy audit services feedback report	•Detailed audit - Php 21,500	E.O. 197
<div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE		•Detailed audit with Thermal Efficiency Testing- Php 25,000	E.O. 197
		•Electrical System Audit - Php 19,000	E.O. 197
		•Electrical System Audit with Thermal Scanner - Php 24,000	E.O. 197
		•Boiler Efficiency Test (SOX, NOX, CO2, O2, CO) Php 8,370/boiler	E.O. 197
		•Boiler Efficiency Test (CO2, O2, CO) Php 4,830/boiler	E.O. 197

TECHNOLOGY TRANSFER FOR ENERGY MANAGEMENT (TTEM) PROJECT SELECTION AND APPROVAL



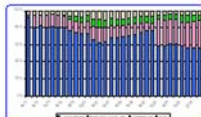
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p> <p> </p> <p>** Excluding site visits / field verifications</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) TTEM Project application form 2) Detailed project description 3) Presentation of project proposal 4) Notice of approval of the project 5) Certificate of availability of fund 6) Memorandum of Agreement 7) Coordination with the conduit bank 8) Annual monitoring 	<p style="text-align: center;"><u>PROCESSING FEE</u></p> <p style="text-align: center;">No fees</p>
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Building Sustainable Energy Futures for the Philippines



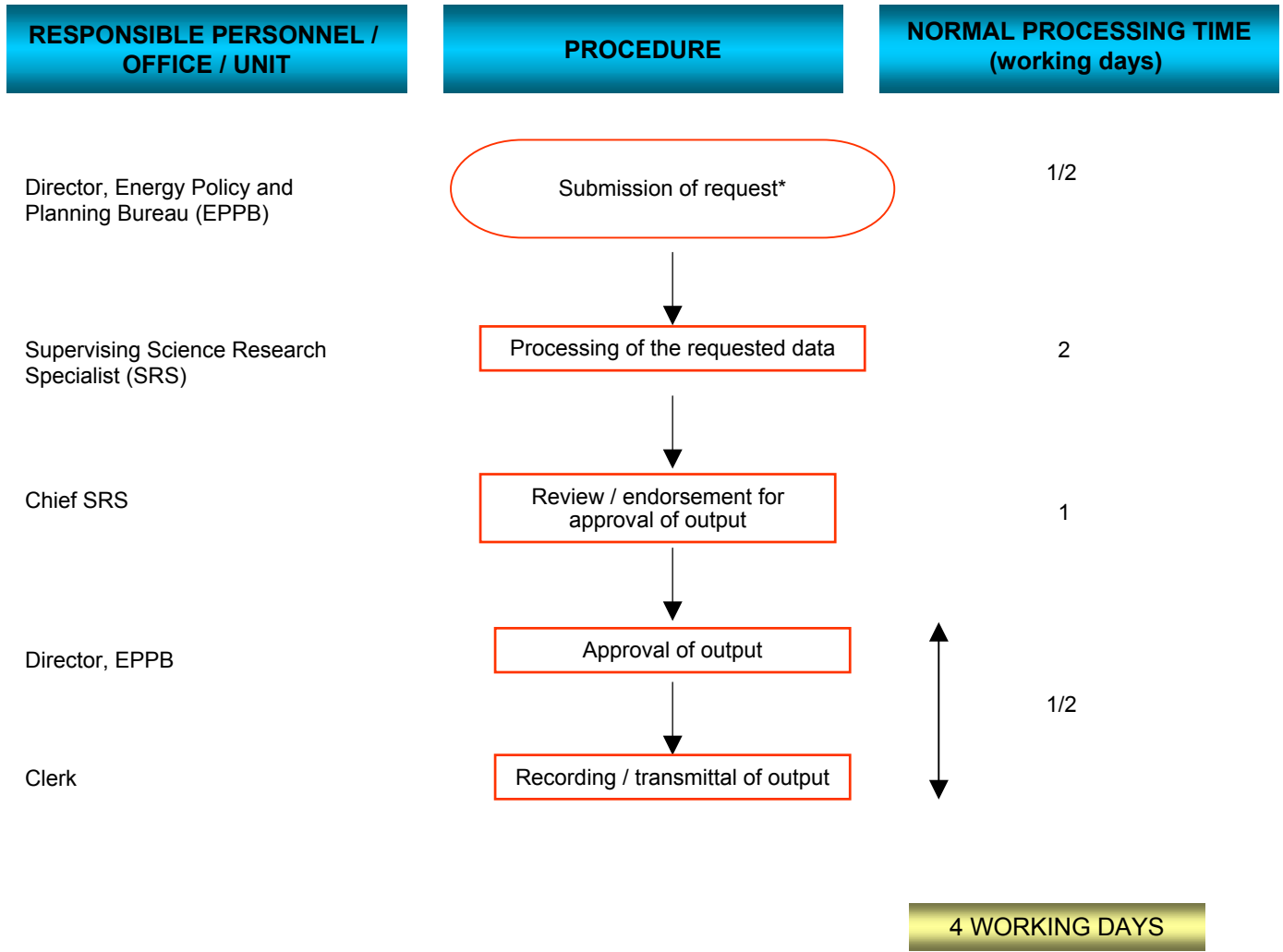
Figure 3. Aiding sustainable energy investment opportunities in the development of Mindanao in the Philippines



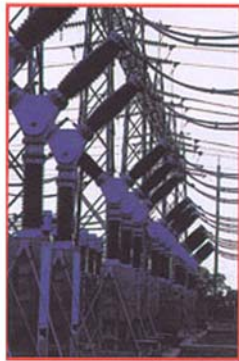
TYPE	ESTIMATED	ESTIMATED	ESTIMATED
Coal	10.0	10.0	10.0
Gas	10.0	10.0	10.0
Oil	10.0	10.0	10.0
Hydro	10.0	10.0	10.0
Nuclear	10.0	10.0	10.0
Solar	10.0	10.0	10.0
Wind	10.0	10.0	10.0
Geothermal	10.0	10.0	10.0
Biomass	10.0	10.0	10.0
Other	10.0	10.0	10.0
TOTAL	100.0	100.0	100.0

Energy Policy and Planning Bureau

PROVISION OF PHILIPPINE ENERGY PLAN (PEP) DATA/STATISTICS/INFORMATION TO VARIOUS PUBLIC CLIENTS

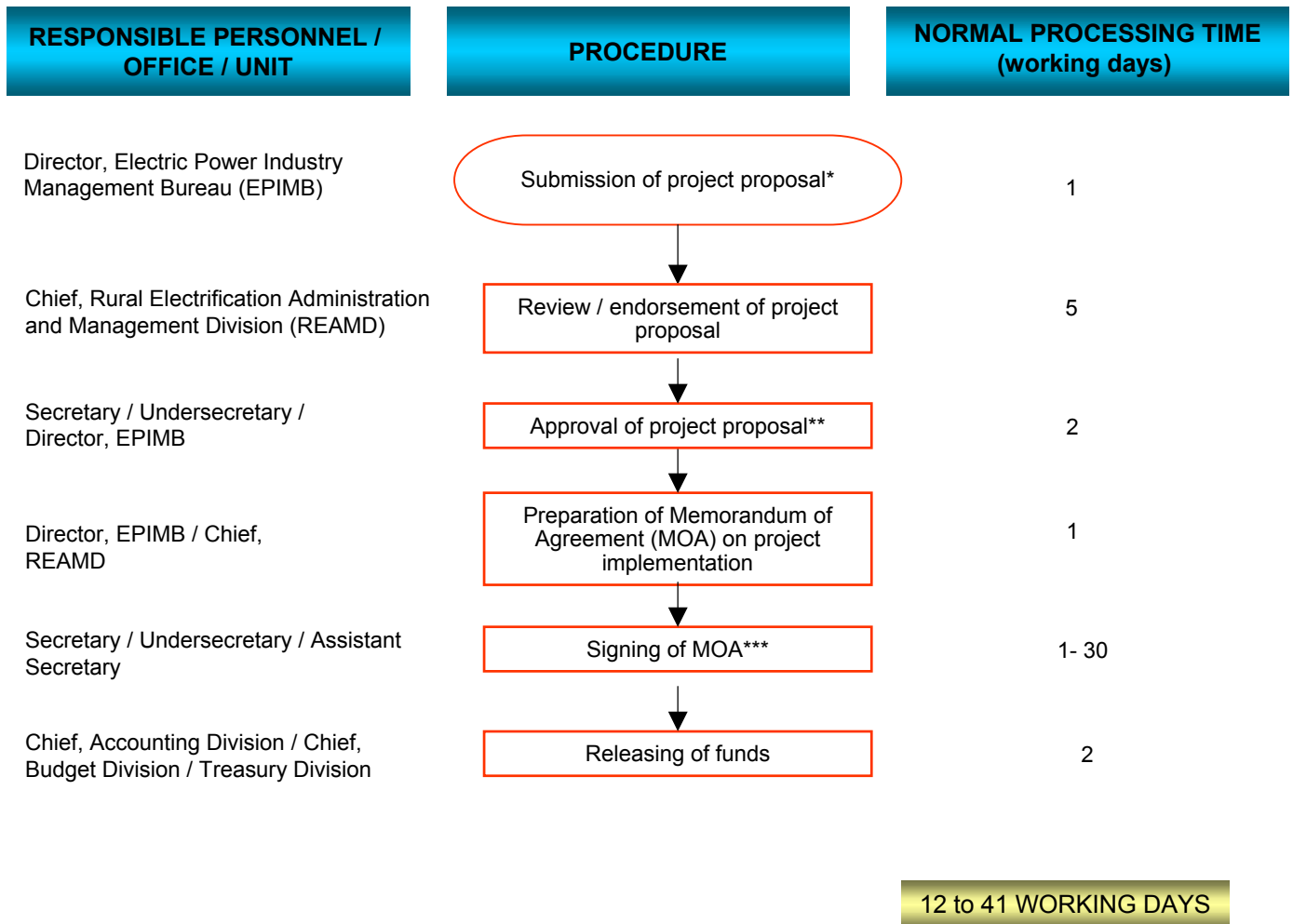


<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <p>1) Letter of request containing the following information:</p> <ul style="list-style-type: none"> Name and address of the requesting party Specific industry data/statistic/information needed Intended use of data/statistic/information being requested Contact number (telephone/fax/e-mail address) 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>PROCESSING FEE</u></td> <td style="width: 50%;"><u>LEGAL BASIS</u></td> </tr> <tr> <td>Cost of photocopying</td> <td>E.O. 197</td> </tr> </table>	<u>PROCESSING FEE</u>	<u>LEGAL BASIS</u>	Cost of photocopying	E.O. 197
<u>PROCESSING FEE</u>	<u>LEGAL BASIS</u>					
Cost of photocopying	E.O. 197					



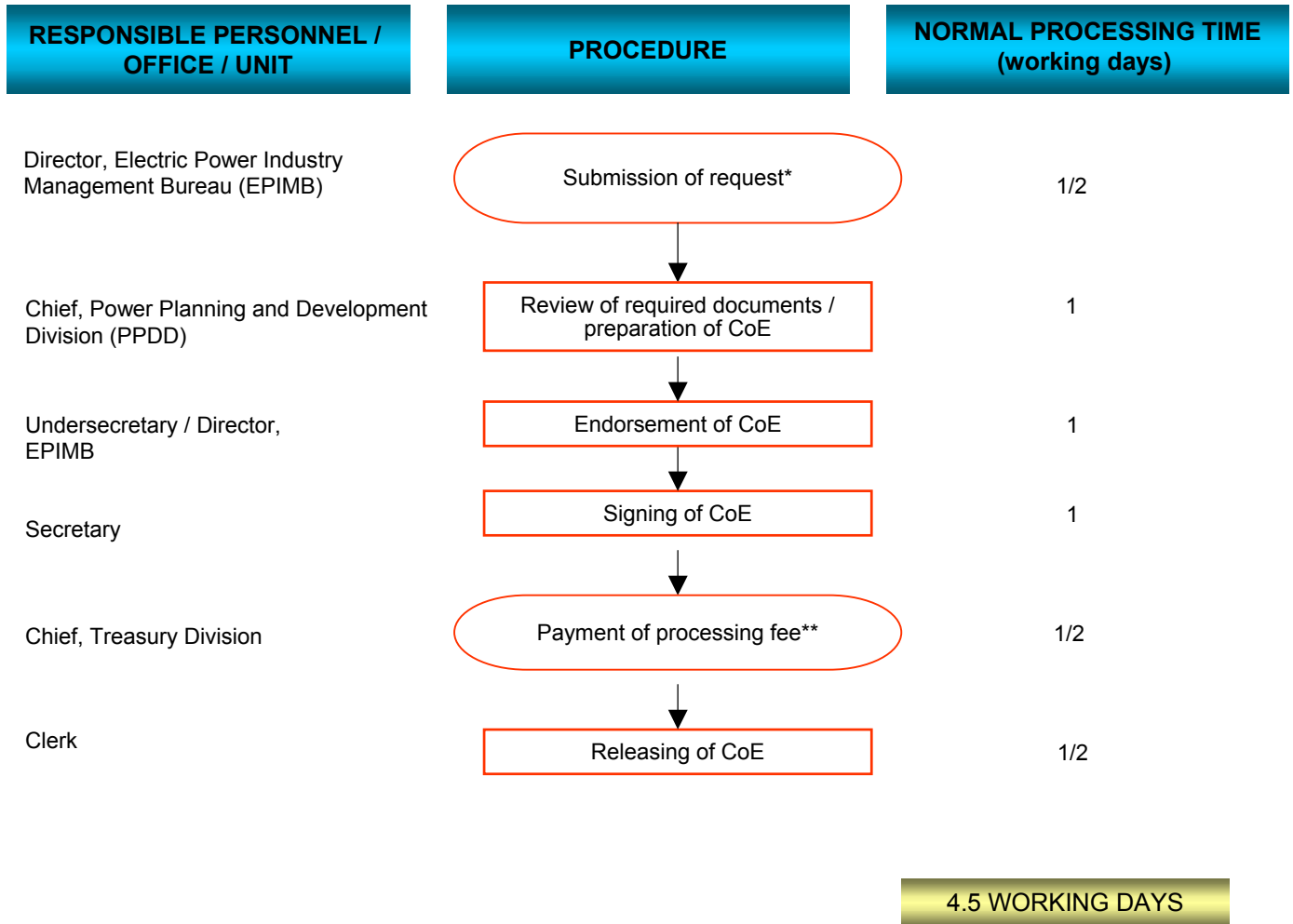
Electric Power Industry Management Bureau

GRANTING OF FINANCIAL BENEFITS TO HOST COMMUNITIES UNDER ER 1-94, AS AMENDED



LEGEND	* LIST OF REQUIREMENTS	PROCESSING FEE	LEGAL BASES
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	1) Endorsement letter 2) List of projects / work program 3) Sanggunian / RDC resolution 4) Project proposal (Form 2) including details on justification, list of beneficiaries, location map, program of works/cost estimate, drawings/plan for infrastructure projects 5) Accreditation from Cooperative Development Authority for projects to be undertaken by cooperative 6) Legal document supporting public property ownership of project site 7) Endorsement from DENR Region / Watershed Management Administrator 8) Relevant permits from concerned agencies (i.e, LWUA)	No fees	ER 1-94 , as amended
** Bureau Director for projects < 1M Php DOE Undersecretary for projects < 5M Php DOE Secretary for projects = / > 5M Php			
*** Energy Project: DOE & Distribution Utilities Nonenergy Project: DOE / Local Gov't. Unit / Generation Companies			

ISSUANCE OF CERTIFICATE OF ENDORSEMENT (COE)

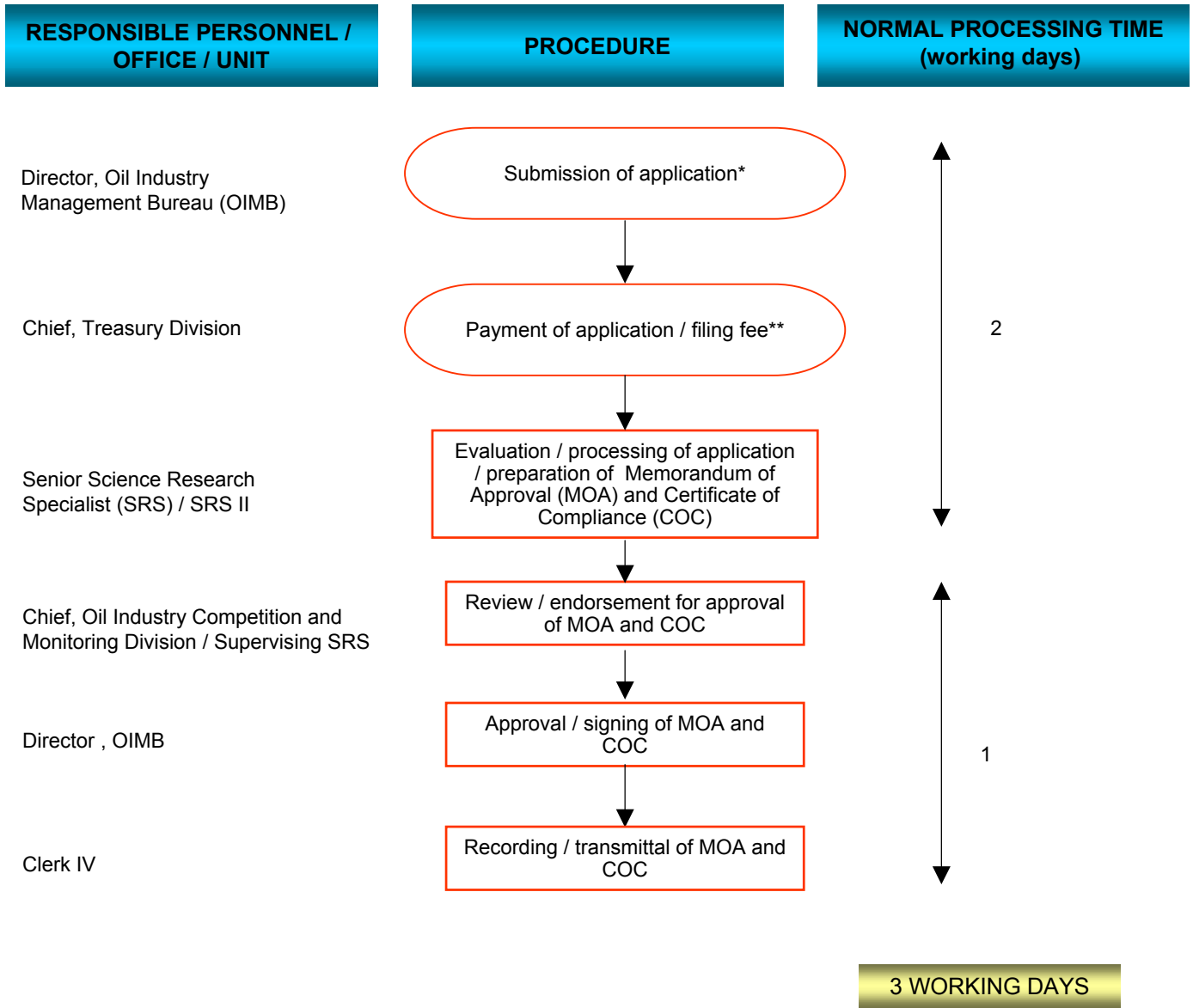


<p>LEGEND</p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;">* LIST OF REQUIREMENTS</p> <ol style="list-style-type: none"> 1) Letter of request 2) Company profile 3) Project background / description 4) Historical Generation Data (only for existing generating facility) 	<p style="text-align: center;">** PROCESSING FEE</p> <p>Php 100 per MW of installed capacity or a minimum of Php 10,000</p>	<p style="text-align: center;">LEGAL BASES</p> <p>Schedule of Fees and Charges (E.O. No. 197 and E.O. No. 218)</p>
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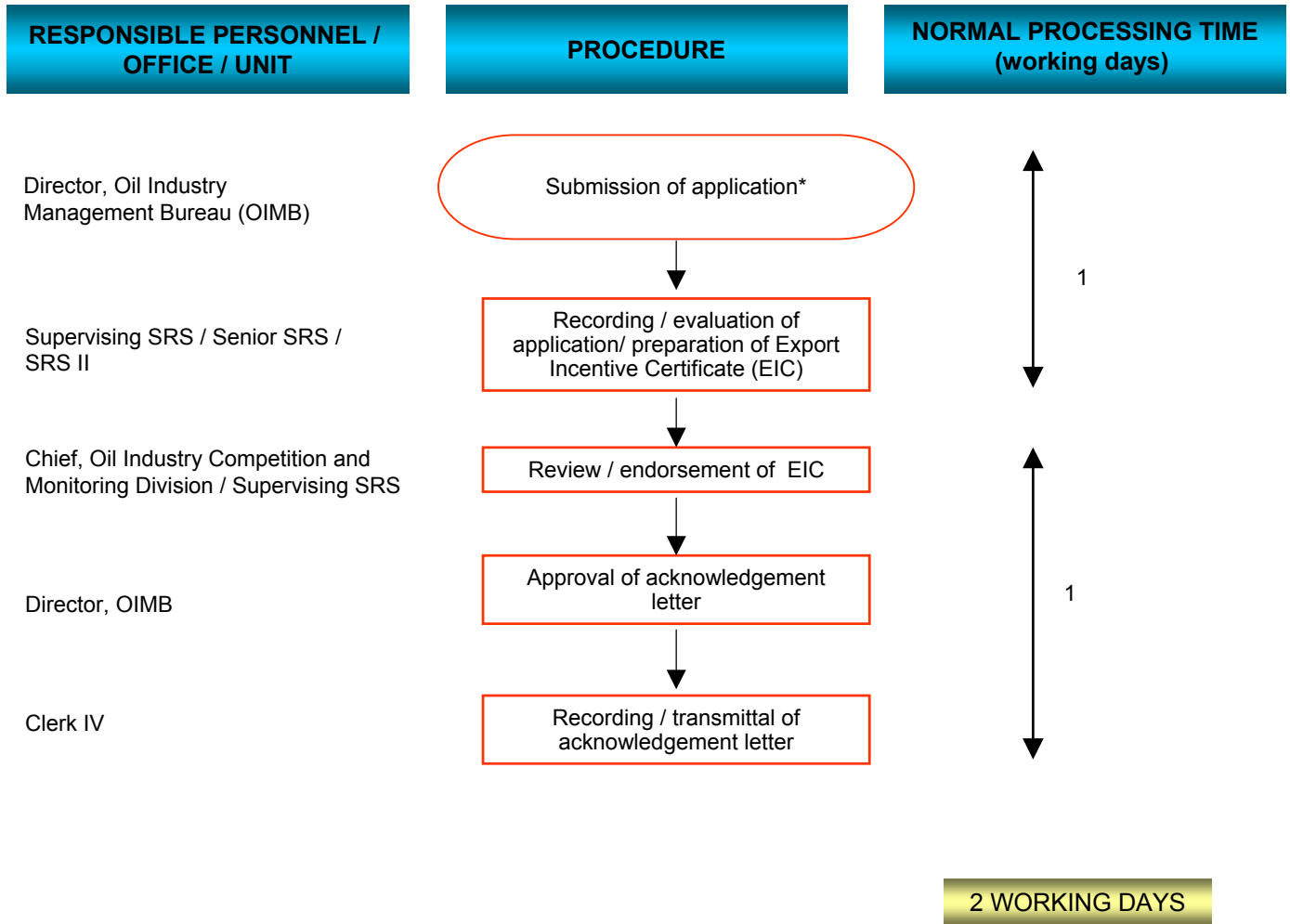
Oil Industry Management Bureau

PROCESSING OF APPLICATIONS FOR CERTIFICATE OF COMPLIANCE (COC) FOR COAL IMPORTATION



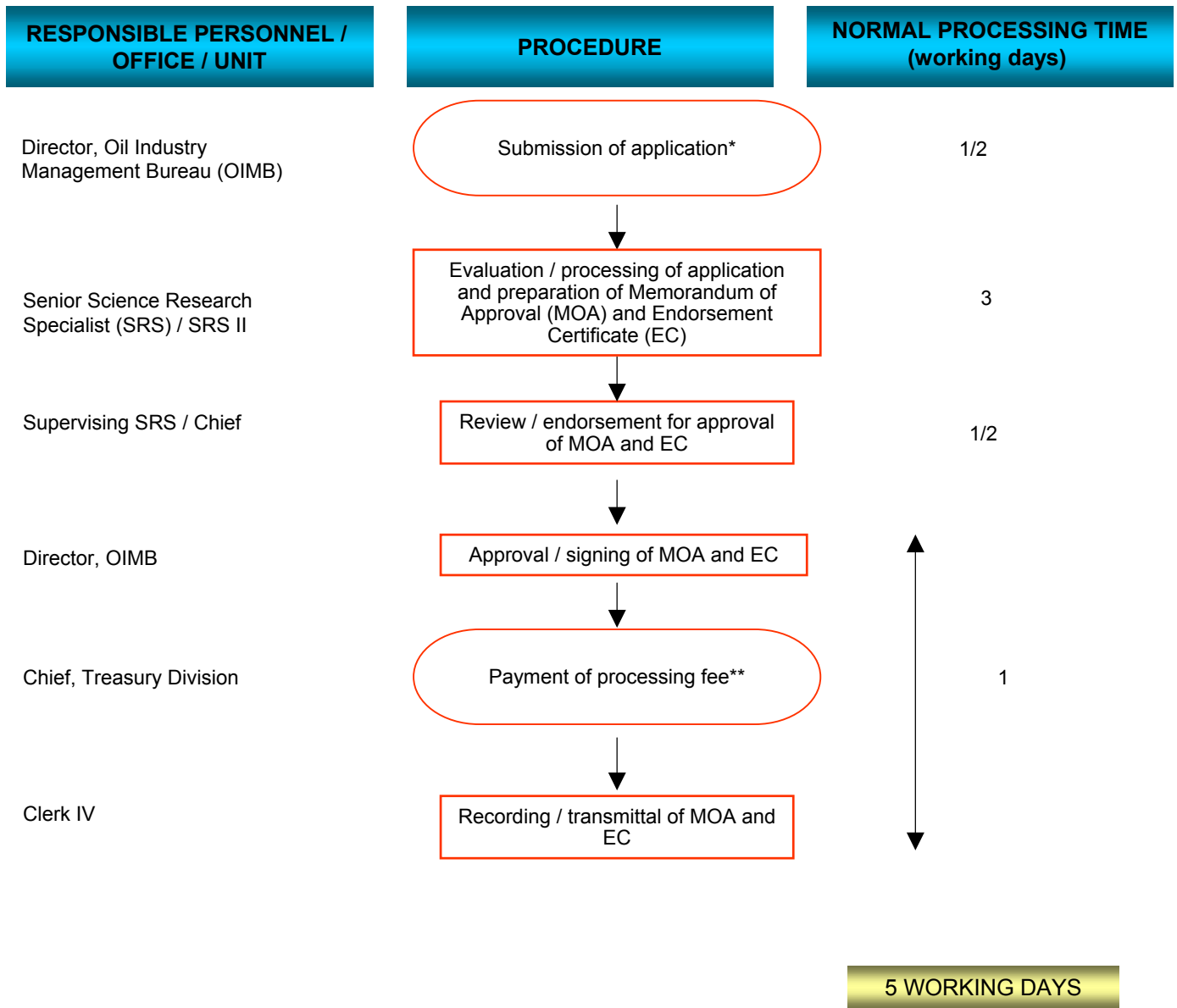
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEES</u> <u>LEGAL BASES:</u>				
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Letter of application with the following data: <ol style="list-style-type: none"> a) Name, address and nature of business of the importer b) Name, description and volume of product to be imported c) Unit and total import price (FOB, Freight, CIF) d) Name and address of the supplier e) Date of loading and load port / country f) Expected date and place of arrival in the Philippines g) Name of carrier / vessel h) Transaction date i) Reason for importing 2) Guaranteed specifications 3) Proforma invoice 4) Additional documents to be submitted 10 days after the arrival of shipments: <ol style="list-style-type: none"> a) Import entry b) Commercial Invoice c) Release certificate d) Certificate of quality particularly of the product received e) Other documents relative to the importation 	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Filing Fee – Php 300.00</td> <td>R.A. 7638</td> </tr> <tr> <td>Application Fee – Php 150.00</td> <td>R.A. 7638</td> </tr> </table>	Filing Fee – Php 300.00	R.A. 7638	Application Fee – Php 150.00	R.A. 7638
Filing Fee – Php 300.00	R.A. 7638					
Application Fee – Php 150.00	R.A. 7638					

PROCESSING OF APPLICATIONS FOR CERTIFICATE OF AVAILING OF EXPORT INCENTIVES



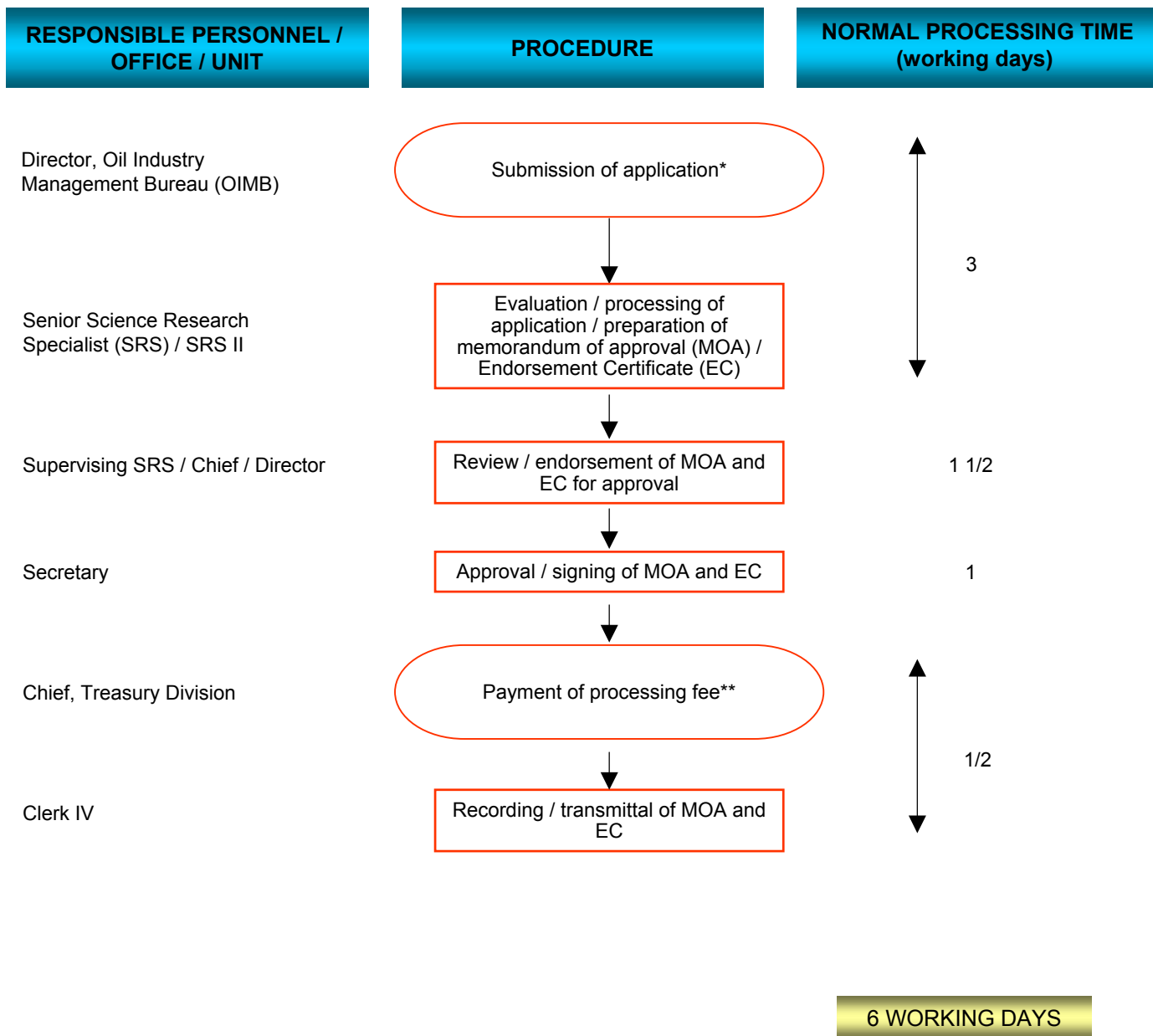
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <p>Letter of request, duly signed and with the following attachments:</p> <ol style="list-style-type: none"> a) Commercial Invoice b) Bill of lading c) Certificate of quantity d) Certificate of quality e) Certificate of Origin f) Cargo manifest 	<p style="text-align: center;"><u>** PROCESSING FEE</u></p> <p style="text-align: center;">No fees</p>
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PROCESSING OF APPLICATION FOR DOE ENDORSEMENT FOR BOI REGISTRATION OF PROJECTS UNDER R.A. 8479



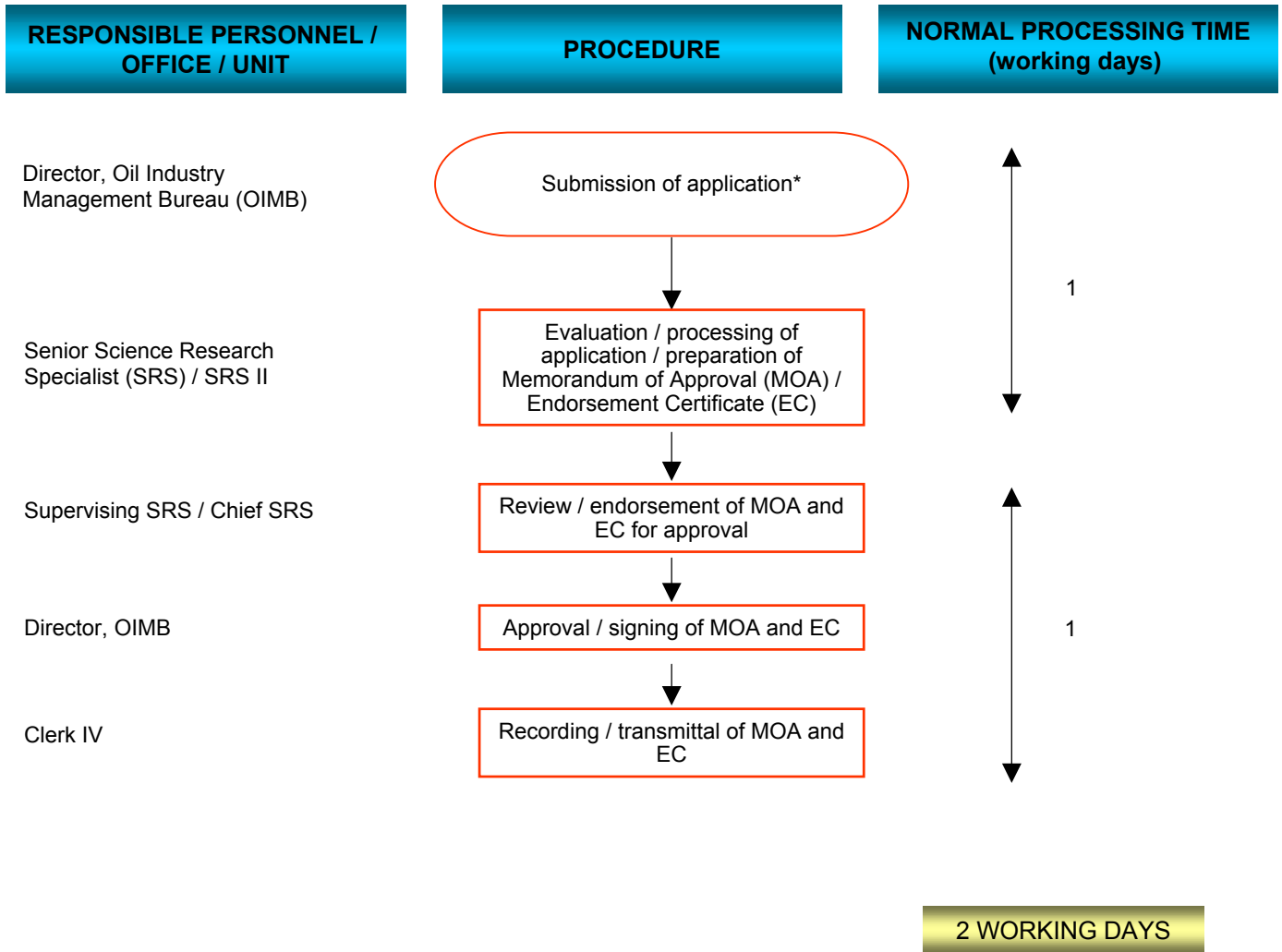
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p> <p> DOE & Applicant</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Company background 2) Detailed project study and description (timeframe, target date of operation) 3) Investment plan (project cost, list of equipment/machineries) 4) SEC registration and articles of incorporation or DTI registration 	<p><u>** PROCESSING FEE</u> <u>LEGAL BASES:</u></p> <p>Php 200.00 Sections 5 and 12, IRR of R.A. 8479</p>
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PROCESSING OF APPLICATION FOR DOE ENDORSEMENT TO AVAIL OF INCENTIVES FOR BOI-REGISTERED PROJECTS UNDER R.A. 8497



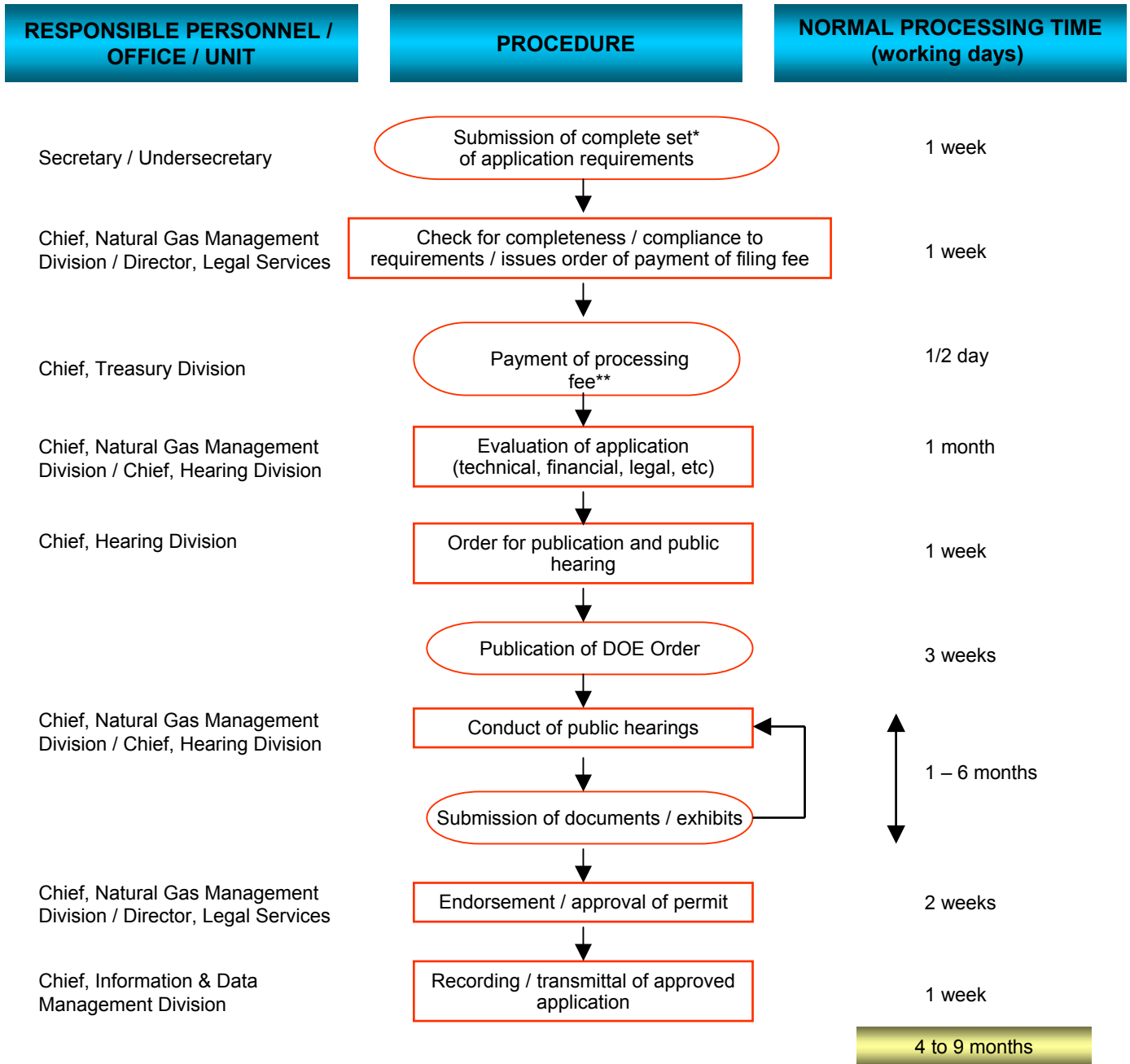
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Letter of request / Details of Application 2) Description of investment subject for incentive availment 3) Certificate of BOI-registered project 4) For 3% duty: <ul style="list-style-type: none"> • Description of equipment for importation • Details of importation of equipment (costs, supplier, loading date) • Commercial invoice • Certificate of quality of equipment for importation 	<p><u>** PROCESSING FEE</u></p> <p>Php 200.00</p>	<p><u>LEGAL BASES</u></p> <p>Sections 12 and 13, IRR of R.A. 8479</p>
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PROCESSING OF TANKER APPLICATIONS FOR DOE ENDORSEMENT TO MARINA FOR CHARTERING / IMPORTATION / LOCAL CONSTRUCTION / CONVERSION OF SERVICE



<p style="text-align: center;"><u>LEGEND</u></p> <div style="margin-left: 20px;"> <div style="border: 1px solid red; border-radius: 5px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant </div> <div style="margin-left: 20px; margin-top: 5px;"> <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE </div>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Letter application for endorsement 2) Domestic tanker statistics in support to endorsement request 3) Vessel particulars 	<p style="text-align: center;"><u>PROCESSING FEE</u></p> <p style="text-align: center;">No fees</p>
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PROCESSING OF APPLICATIONS FOR PERMIT FOR THE CONSTRUCTION, EXPANSION, OPERATION, MAINTENANCE & MODIFICATION OF PIPELINES, TRANSMISSION- AND DISTRIBUTION-RELATED FACILITIES FOR THE SUPPLY OF NATURAL GAS

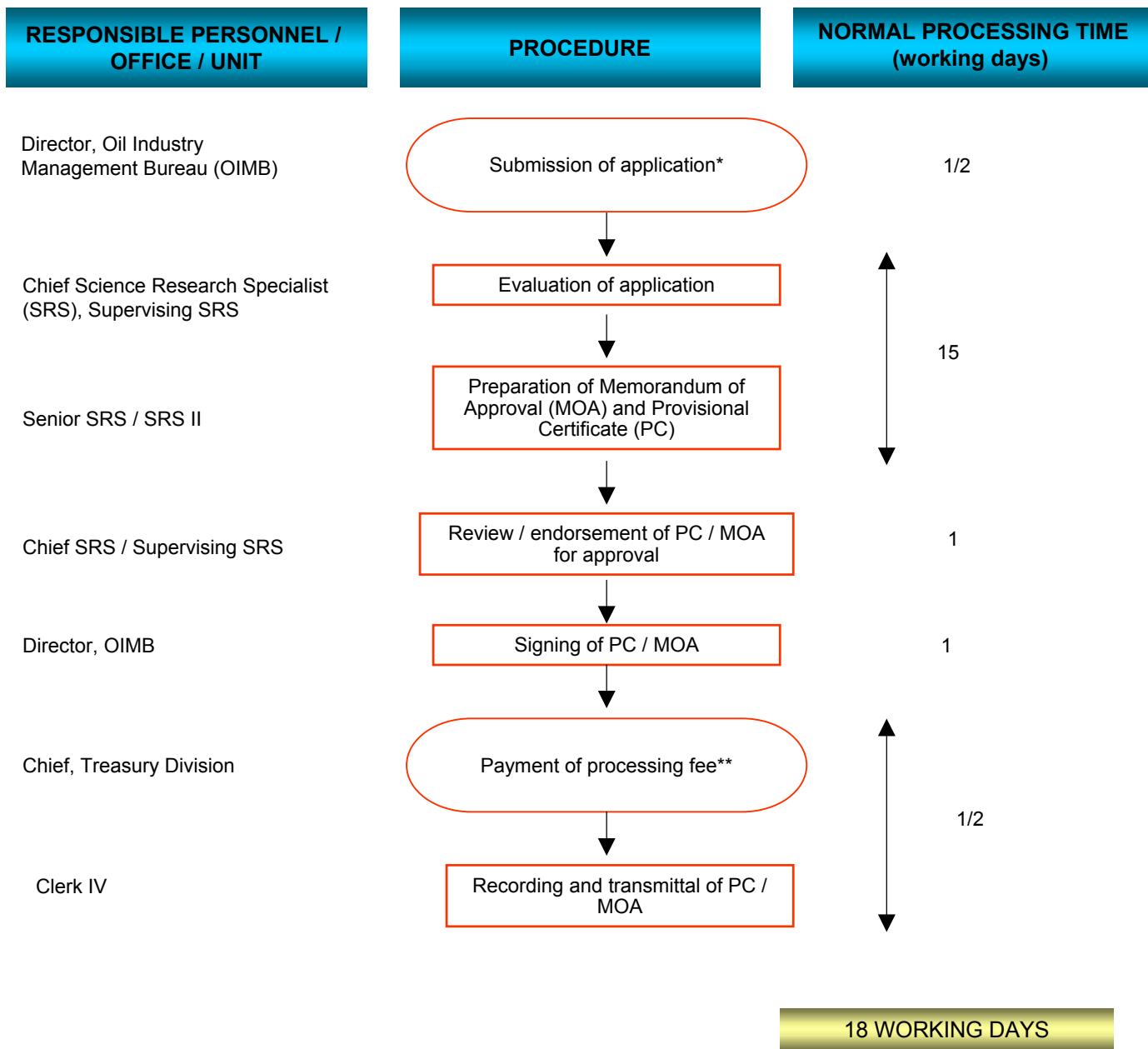


LEGEND	LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASIS
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant	See Annex 1 of DOE Circular No. 2002-08-005 (copy attached)	Php 10 / meter of pipeline	DOE Circular No. 2002-07-004
<div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE			

LIST OF REQUIREMENTS FOR PROCESSING OF APPLICATIONS FOR NATURAL GAS PIPELINE PERMIT

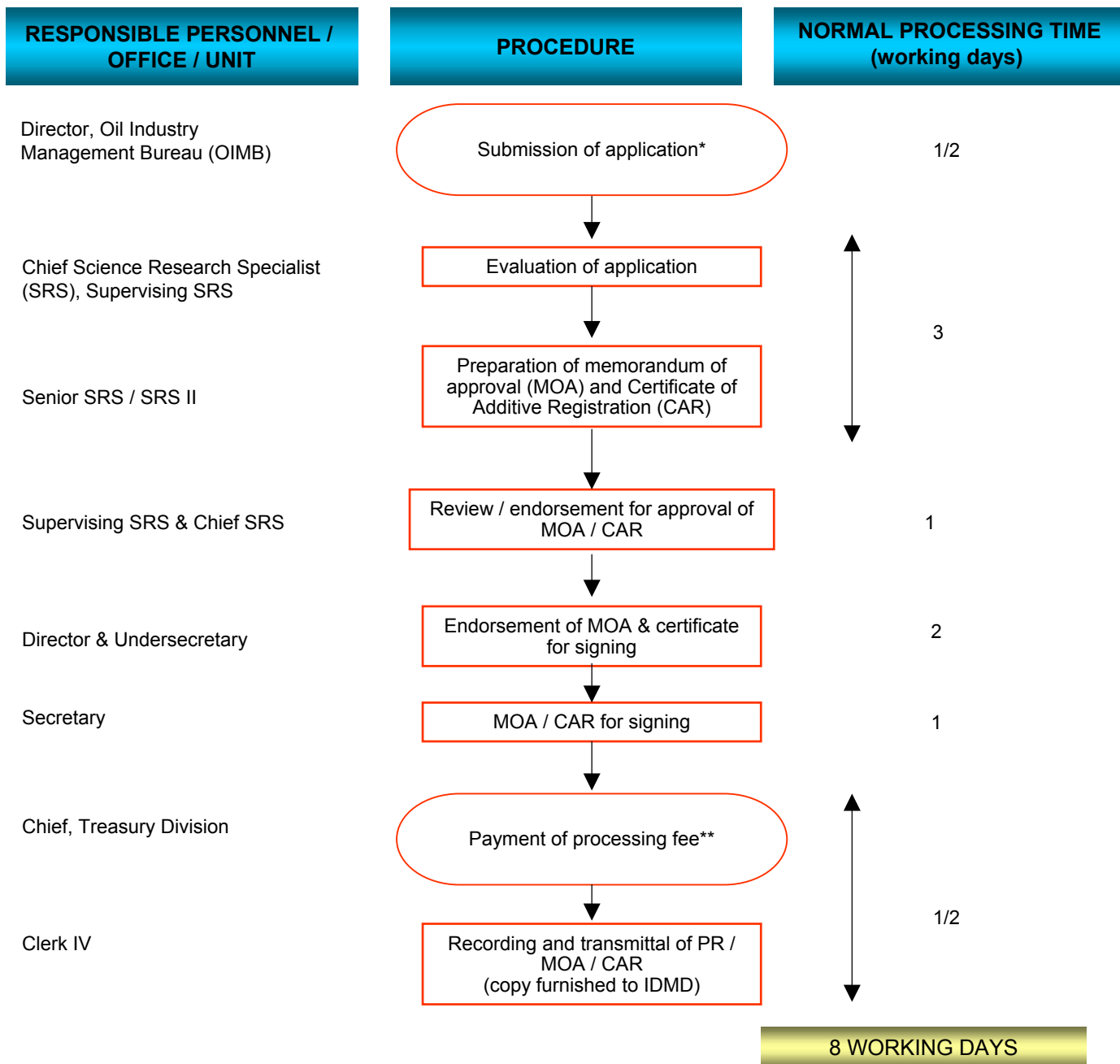
1. Articles of incorporation and by-laws, if applicant is a corporation or if not, a list of the names and addresses of applicant's officers and directors
2. A detailed explanation of relationships, including the percentage of voting strength, if applicant or any of its officers or directors, directly or indirectly owns, controls or holds with power to vote ten (10) percent or more of the outstanding voting shares of any person or organized group of persons engage in production, transmission, distribution, or pricing of natural gas, or of any person or organized group of persons engaged in the the construction or financing of such enterprises or operations.
3. A detailed explanation of applicant's relationship with any person or organized group of persons who directly or indirectly owns, controls or holds with power to vote ten (10) percent or more of the outstanding voting securities of the applicant
4. A certified true copy of the application for ECC with the DENR including its Environmental Impact Statement
5. A certified true copy of applicant's Pipeline Concession or Franchise or charter where the applicant is a government-owned or controlled corporation
6. A certified true copy of the applicant's Service Contract where the pipeline is to be constructed and operated as part of petroleum operations
7. Map showing details of location, length and capacity of pipeline, location and size of compressor stations, location and designation of proposed facilities, etc
8. Flow diagram showing daily design capacity of proposed facilities
9. Description of engineering design data
10. Description of the Service Contract areas accessible to the pipeline that contain sufficient natural gas supplies for the proposed development project and how it will be connected to the pipeline
11. Proposed route of the pipeline with details on surface land-use, list of landowners, and copy of the proposed access agreement or easements to be entered into with landowners
12. System-wide estimate of the quantity of natural gas and rate of delivery per year of full operation
13. Detailed estimate of total capital cost of the proposed development
14. Plans for financing the proposed facilities
15. Concise statement on contracts or agreements for supervision, management, engineering, accounting legal or other similar services that will not be performed by employees of the applicant in connection with the construction or operation of the pipeline
16. Reference, indicative or any tariff for which approval will be sought from the ERC, and depreciation rates calculated according to the prescribed methodology and rate setting procedures of the ERC
17. Pro-forma copies of contracts to be entered into with third parties for the transmission or distribution of natural gas, including any code of operations or transmission policy

PROCESSING OF REGISTRATION OF FUEL ADDITIVES WITH INTERIM STATUS PERMIT (ISP)



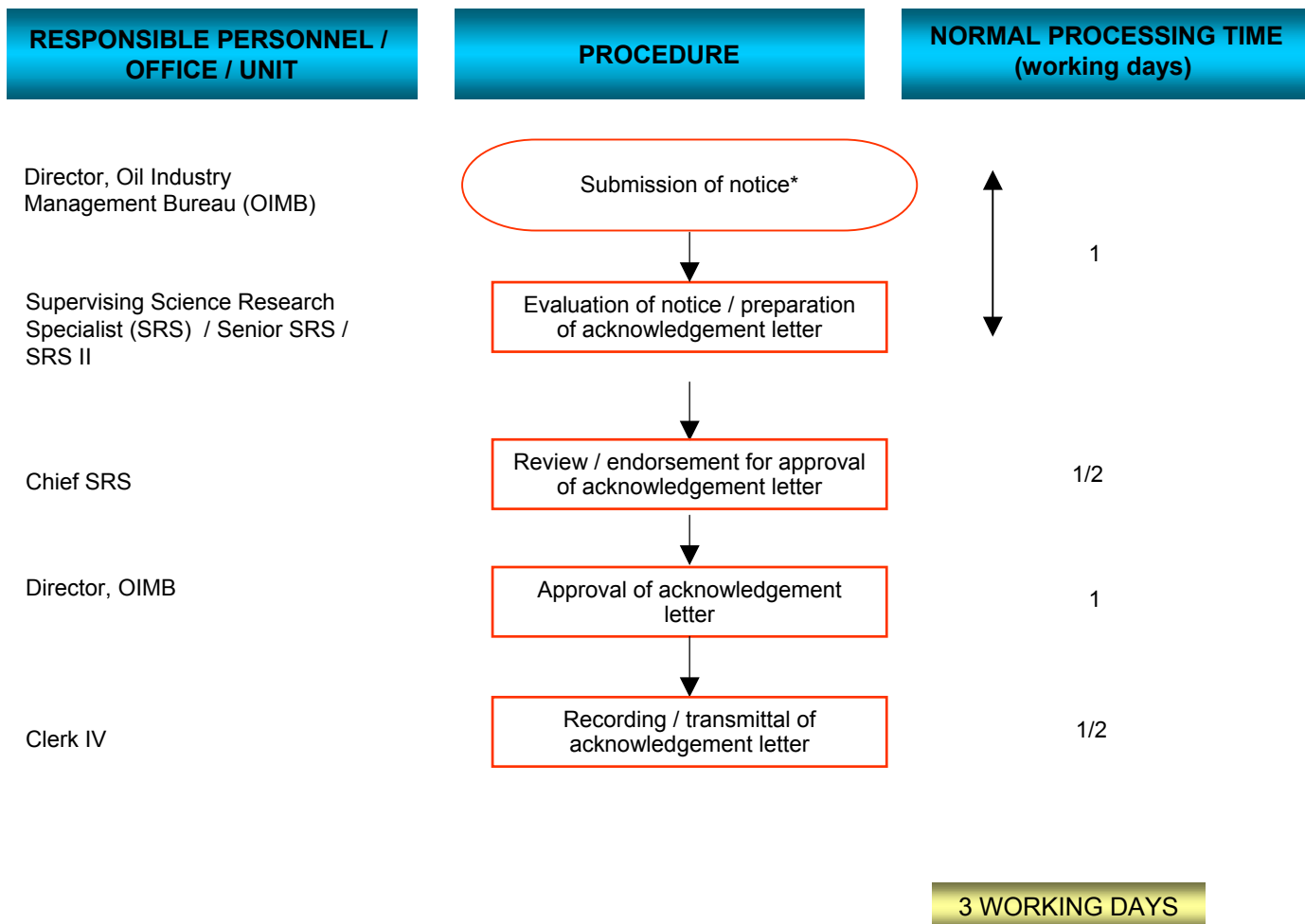
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES
<div style="border: 1px solid red; border-radius: 15px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	1) Accomplished DOE-OIMB Registration Form 2) Material Safety Data Sheet 3) Complete Product Identity/Information (chemical components, % composition, CAS registry number, physical and chemical properties) 4) Description and Analytical Techniques (purpose and recommended dosage, determination of concentration limit, toxicity test/result, emission characteristic/result, performance test results/feasibility studies e.g. octane increase, emission reduction, fuel efficiency, lubricity, etc) 5) Regulatory Status of Additive in other countries 6) Product bulletin/brochure 7) Authenticated copies of SEC/DTI registration, Mayor/business permit 8) EMB-DENR Interim Status Permit	Registration Certificate – Php 500 per additive	Sec. 16 of R.A. 8479 R.A. 6969

PROCESSING OF REGISTRATION OF FUEL ADDITIVES WITH PRE-MANUFACTURING & PRE-IMPORTATION NOTIFICATION (PMPIN)



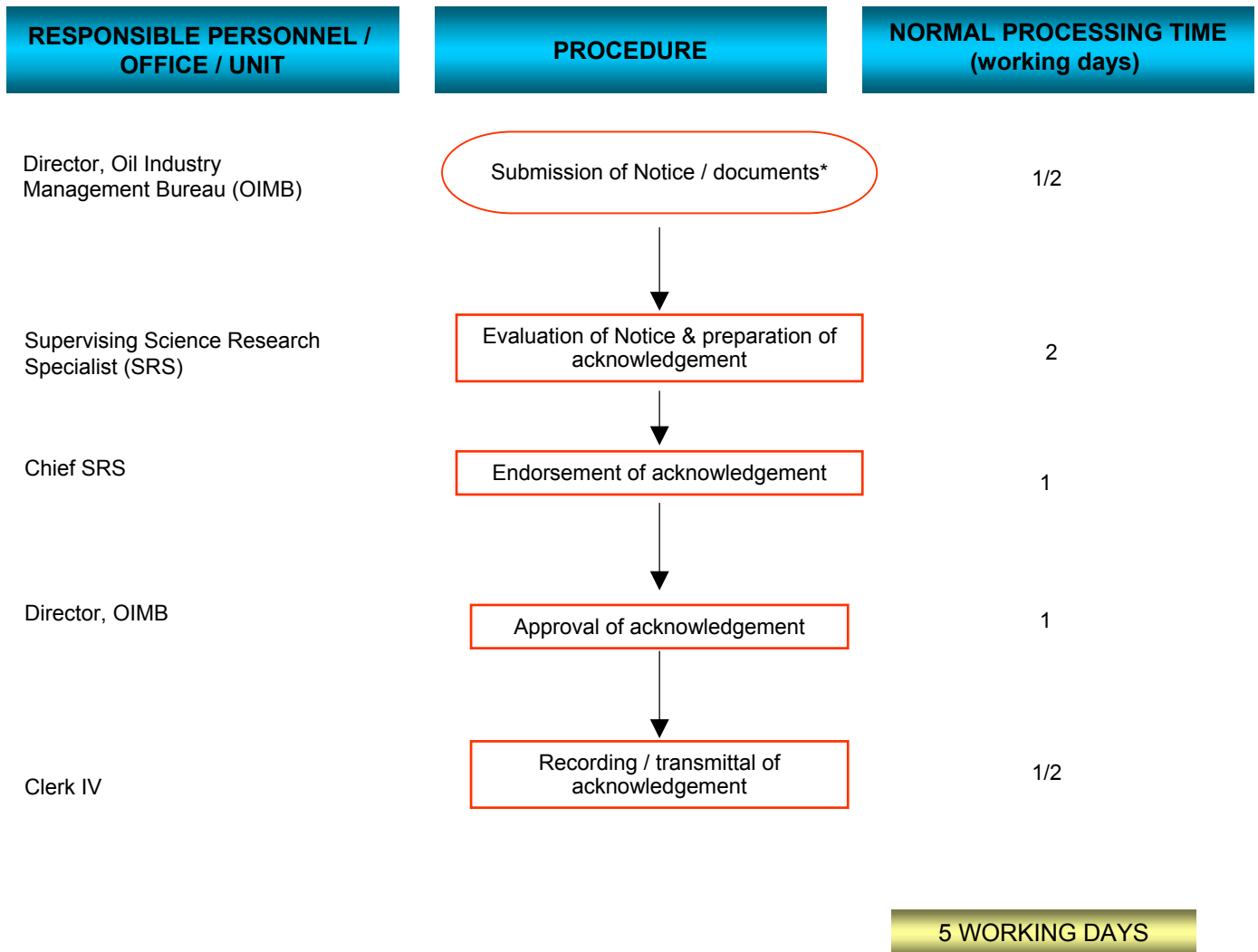
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASES
<div style="border: 1px solid red; border-radius: 15px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Accomplished DOE-OIMB Registration Form 2) EMB-DENR Pre-manufacturing & Pre-importation Notification Certificate 3) Material Safety Data Sheet 4) Complete Product Identity/Information (chemical components, % composition, CAS registry number, physical and chemical properties) 5) Description and Analytical Techniques (purpose and recommended dosage, determination of concentration limit, toxicity test/result, emission characteristic/result, performance test results/feasibility studies e.g. octane increase, emission reduction, fuel efficiency, lubricity, etc) 6) Regulatory Status of Additive in other countries 7) Product bulletin/brochure 8) Authenticated copies of SEC/DTI registration, Mayor/business permit 	Registration Certificate – Php 500 per additive	Sec. 16 of R.A. 8479 R.A. 6969

ISSUANCE OF ACKNOWLEDGEMENT FOR NOTICE OF IMPORTATION/EXPORTATION OF CRUDE OIL, FINISHED PETROLUUM PRODUCTS, LUBES AND SPECIALTY PRODUCTS



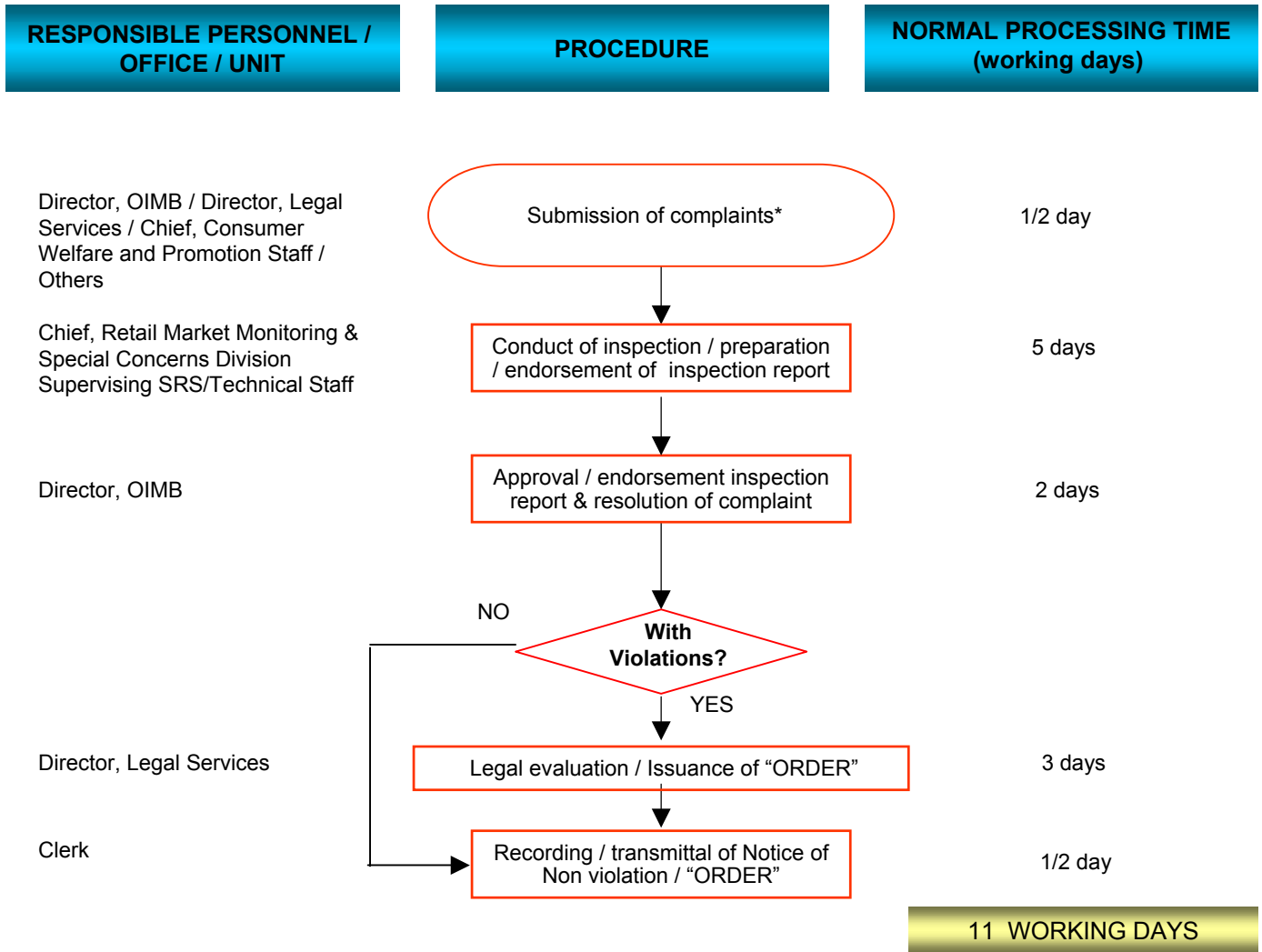
LEGEND	* LIST OF REQUIREMENTS	PROCESSING FEE
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Letter of notification duly signed by the importer with details on name and address of the exporter and consignee, type and quantity of cargo, loading and discharge ports and dates, price (FOB \$/bbl) and vessels particular (must be submitted not later than 10 days prior to loading of every importation) 2) Bill of lading 3) Commercial invoice 4) Export manifest and Release Certificate 5) Certificate of quality 3) Monthly activity report of the actual exportation (to be submitted every 15th of the month) 	No fees

ISSUANCE OF ACKNOWLEDGEMENT FOR NOTICE PRIOR TO ENGAGEMENT IN THE DOWNSTREAM OIL INDUSTRY



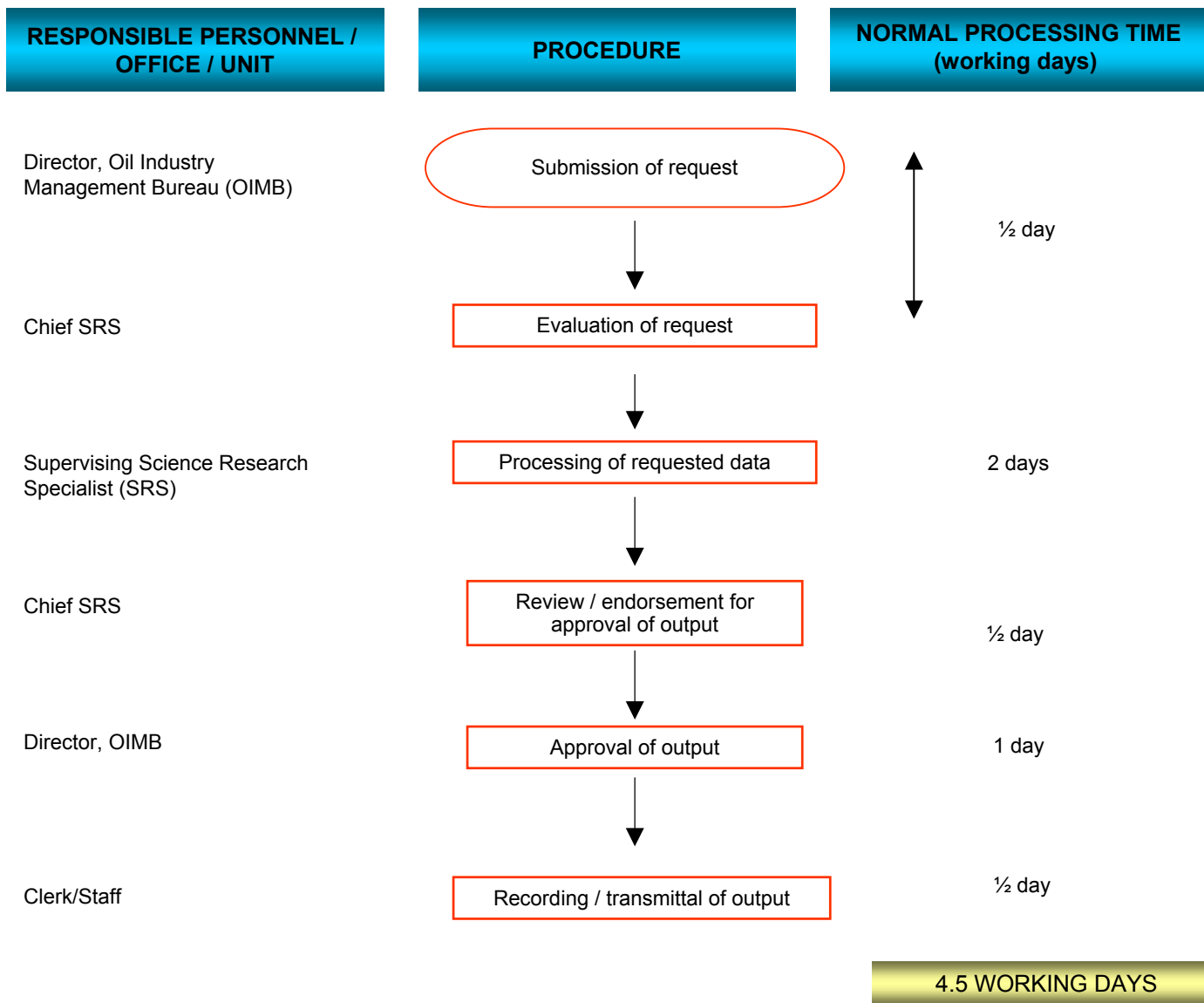
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>PROCESSING FEE</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Application letter with business name, address, telephone and fax numbers 2) Project or business plan indicating the scope of operation/activity 3) List of facilities (Process and Storage) to support the proposed business 4) Process description, flowchart, plant capacity and production rate 5) Mayor's permit, SEC and DTI registration, location/zoning clearance 6) Product guaranteed specifications For LPG/Liquid fuels outlets, in addition to the above: 7) Authenticated copies of: <ul style="list-style-type: none"> • Fire safety inspection certificate of the facilities • Certificate of conformance of facilities to national or accepted international standards on health, safety and environment • Product liability insurance certificate / Product certificate of quality • Environmental compliance certificate, if applicable 	No fees

CONDUCT OF COMPLAINT- RELATED INSPECTIONS FOR ALL PETROLEUM PRODUCTS OF RETAIL OUTLETS (LPG AND GASOLINE STATIONS)



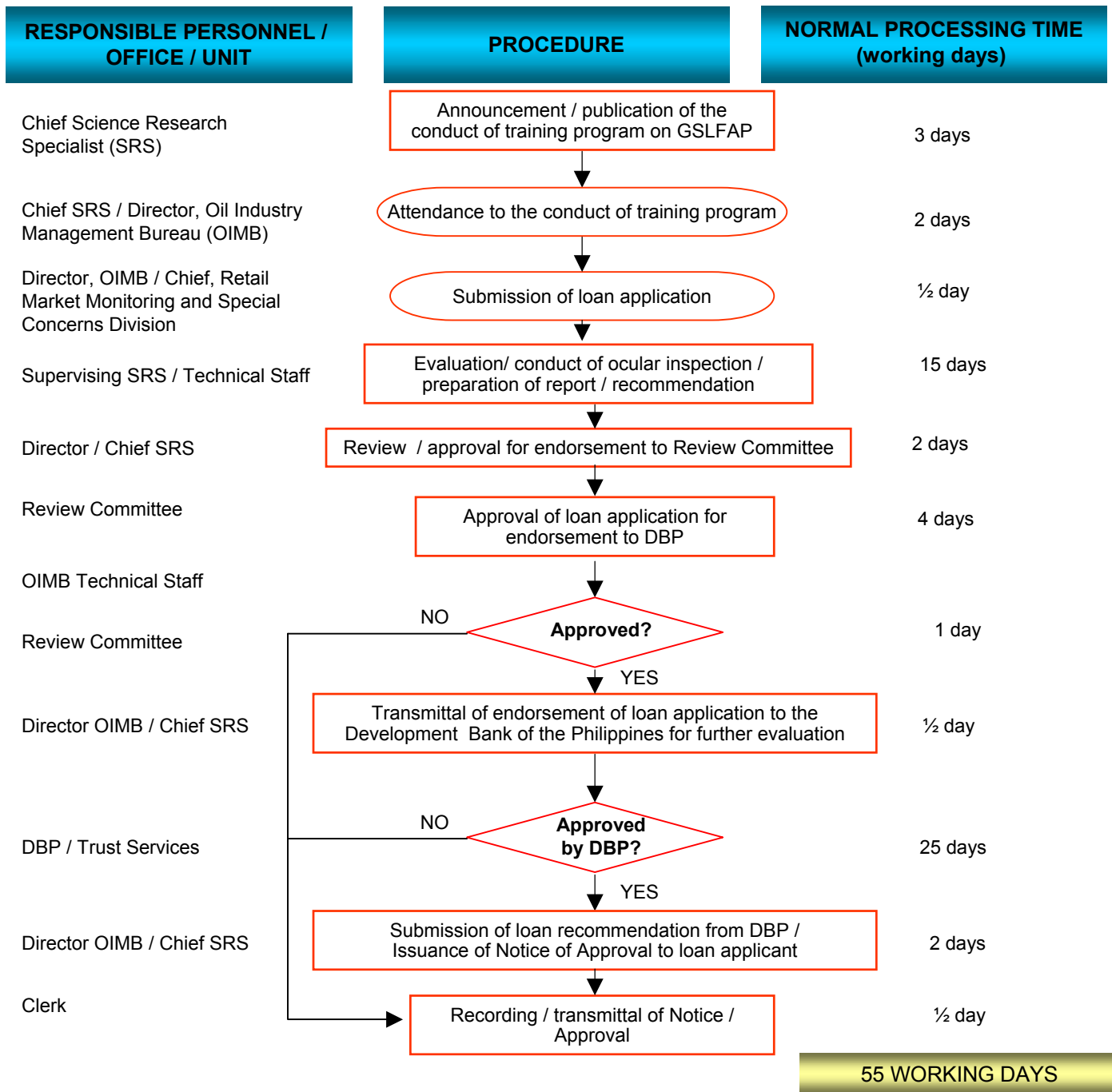
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>PROCESSING FEE</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	1) Filled-out Gasoline complaint form or LPG complaint form	No fees

PROVISION OF OIL INDUSTRY DATA / STATISTICS / INFORMATION TO VARIOUS CLIENTS

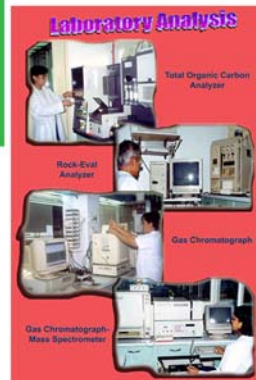
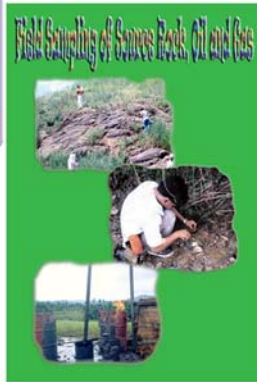


<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASIS</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	1) Letter of request containing the following information: <ul style="list-style-type: none"> Name and address of the requesting party Specific industry data/statistic/information needed Intended use of data/statistic/information being requested Contact number (telephone/fax/e-mail address) 	Php 1.50/page (xerox)	E.O. 197

IMPLEMENTATION OF THE GASOLINE STATION LOAN AND FINANCIAL ASSISTANCE PROGRAM (GSLFAP)

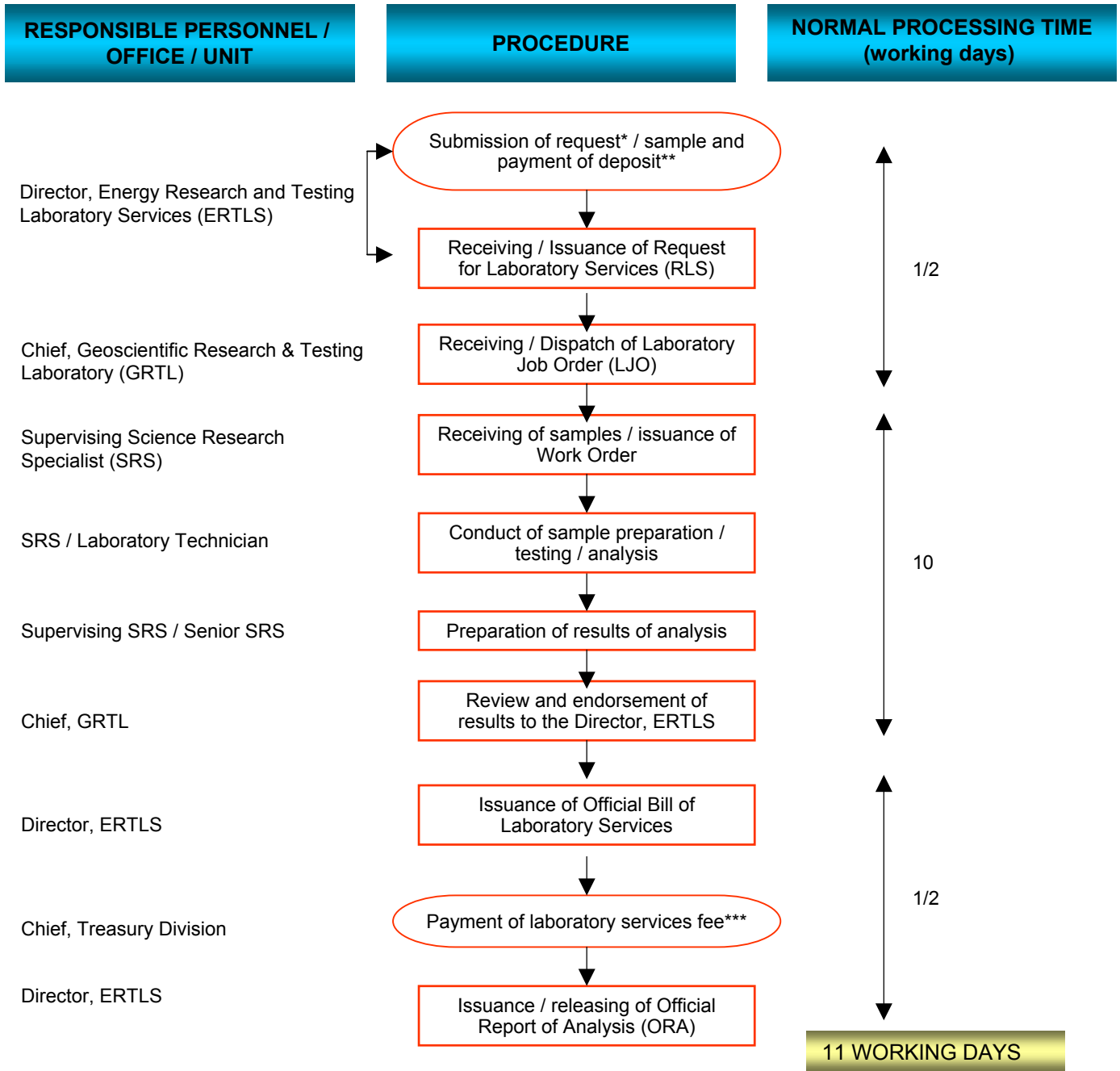


LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEES	LEGAL BASES
<div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	<ol style="list-style-type: none"> 1) Filled-out application form 2) Bio-data of applicant/major stockholders/officers 3) Certificate of completion of the two-fold training program 4) Certificate of registration of business/articles of partnership or incorporation/by-laws 5) Feasibility study 6) Board resolution authorized the borrowing and designating authorized signatories for the loan 7) Certified list of stockholders and officers 8) Contact person & telephone number/address/authority to inspect 9) Income tax return (last 3 years) 10) Customer information report 11) ECC or letter of application to DENR for issuance of ECC 	DOE Application Fee – Php 5,500.00 DBP Processing Fee – Php20,000.00	R.A. 8479 / DC 98-03-004



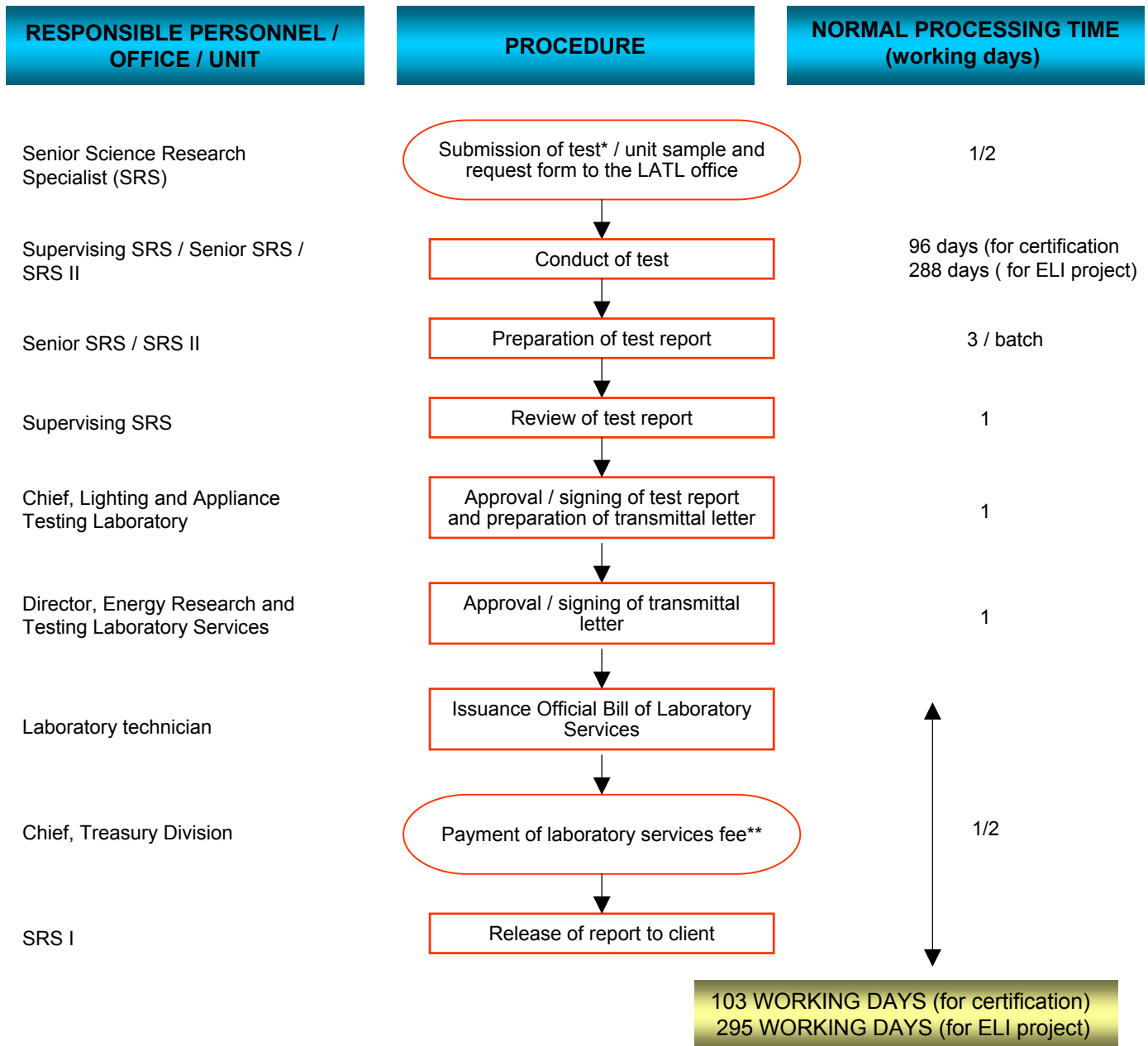
Energy Research and Testing Laboratory Services

GEOLOGICAL / CHEMICAL LABORATORY ANALYSIS AND TESTING



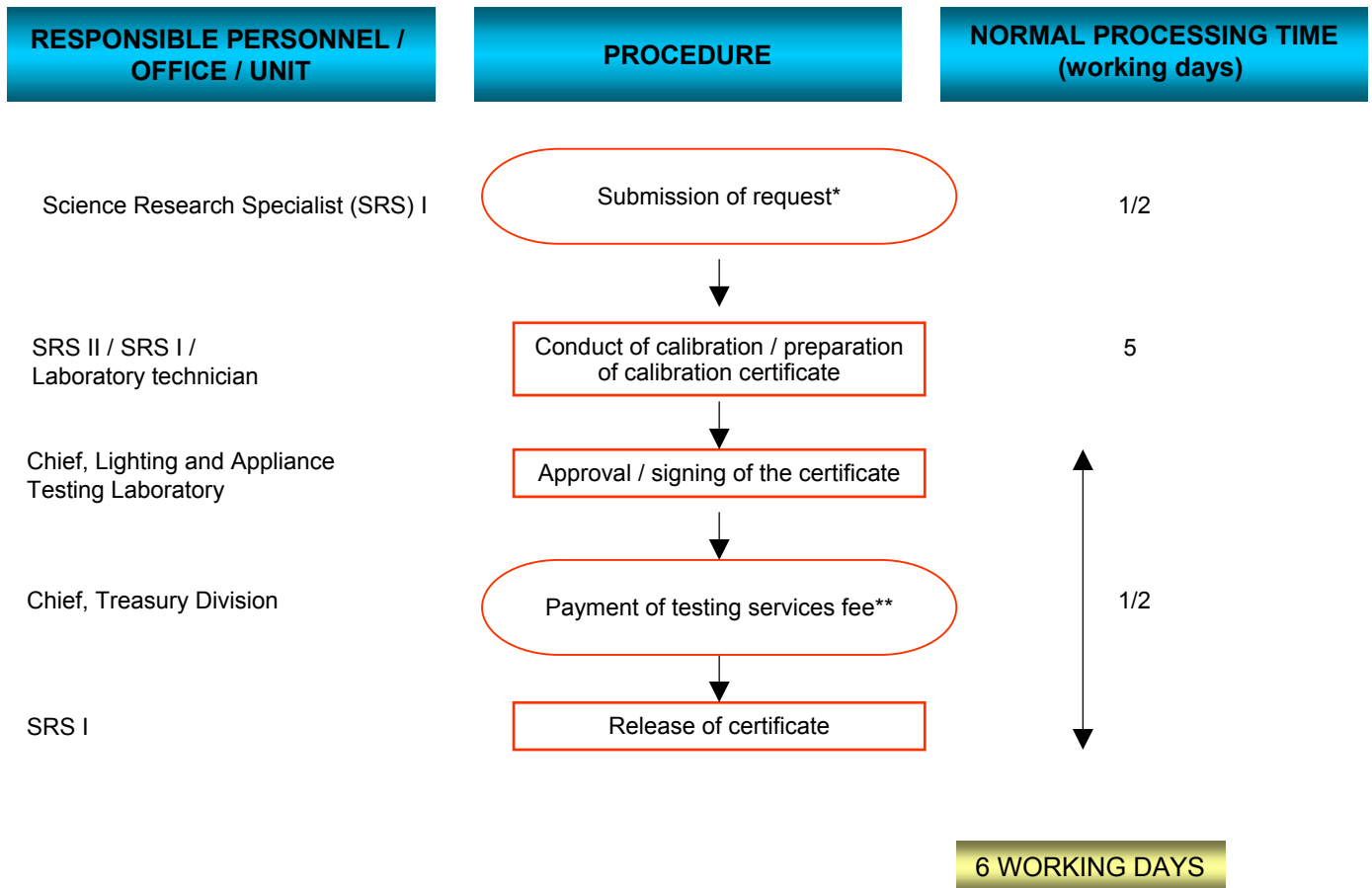
LEGEND	* LIST OF REQUIREMENTS	** 50% of total cost of analysis	*** PROCESSING FEE	LEGAL BASIS
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE	1) Sample for analysis 2) Request for Laboratory Service 3) Official receipt of payment of laboratory fee 4) Letter of introduction from school head to avail of student discount		Refer to Department of Energy Schedule of Fees and Charges	E.O. 197

TESTING OF COMPACT FLUORESCENT LAMPS, LAMP BALLAST AND OTHER ENERGY-SAVING DEVICE



LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEES	LEGAL BASES
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; margin-right: 5px;"></div> Applicant </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; width: 20px; height: 10px; margin-right: 5px;"></div> DOE </div>	<ol style="list-style-type: none"> 1) Equipment for testing 2) Request for Laboratory Service 3) Official receipt of payment of laboratory fee 	<p>Compact fluorescent lamp - Php 5,400 / batch of 20 samples</p> <p>A. C. Ballast – Php 2,100 / batch of 5 samples</p>	<p>E.O. 197</p> <p>E.O. 197</p>

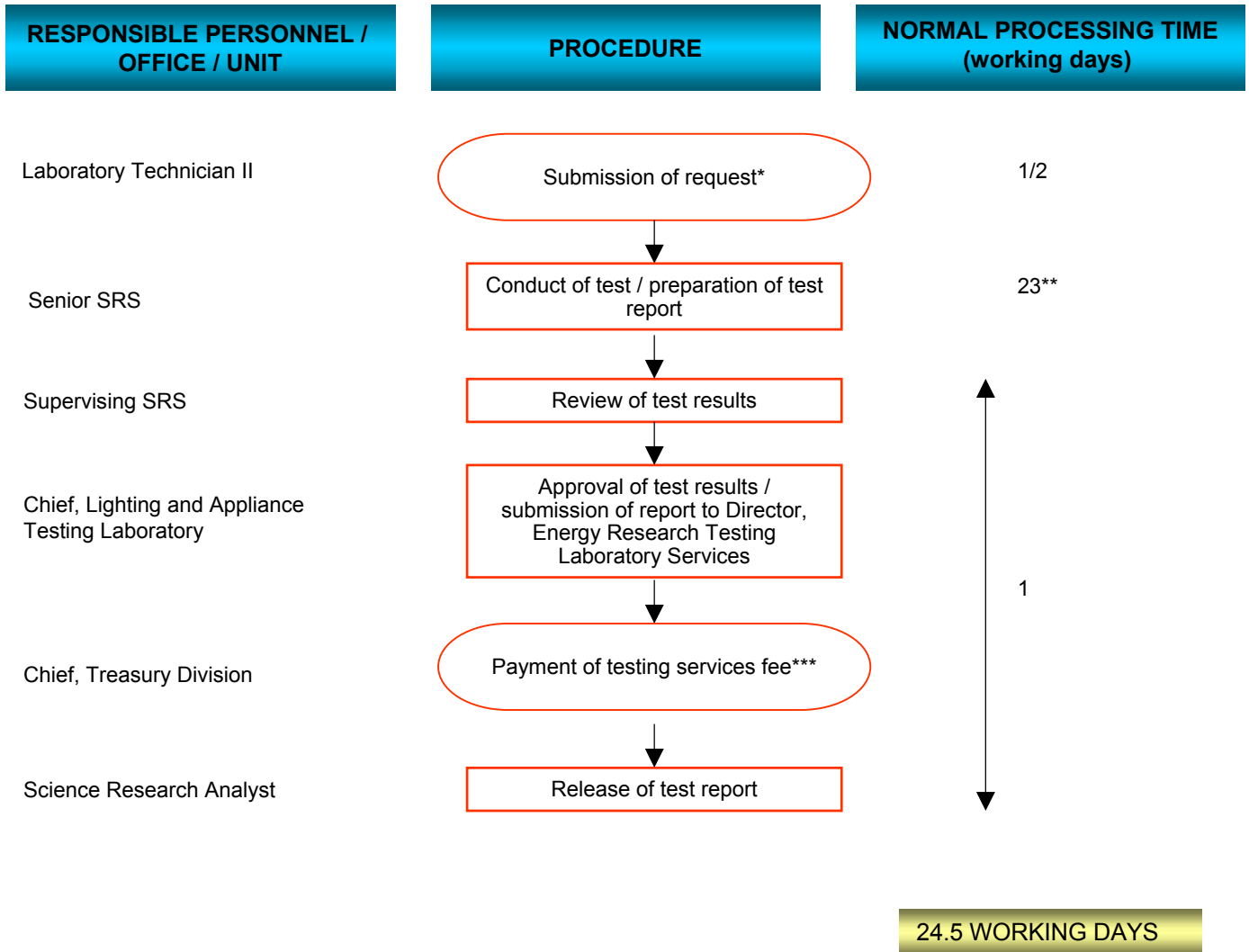
CALIBRATION OF ENERGY-MONITORING INSTRUMENTS



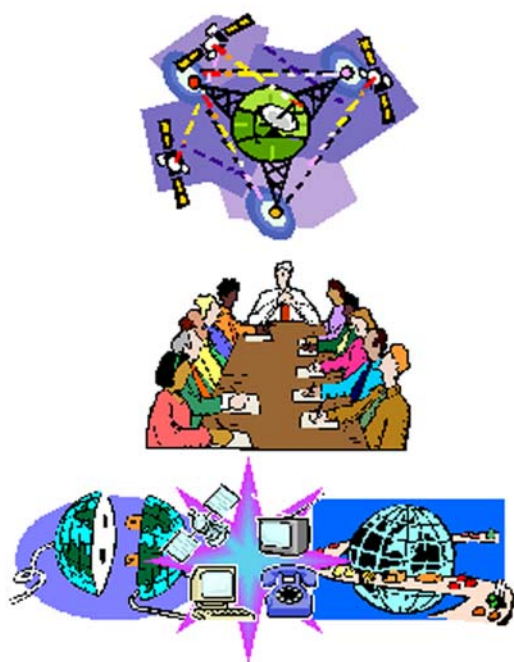
<u>LEGEND</u>	<u>*LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASIS</u>
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	1) Equipment for testing 2) Request for Laboratory Service 3) Official receipt of payment of laboratory fee	Refer to Department of Energy Schedule of Fees and Charges	E.O. 197

ENERGY PERFORMANCE CERTIFICATION TESTING OF APPLIANCES AND EQUIPMENT

(DTI-Bureau of Product Standards and Appliance Industry)

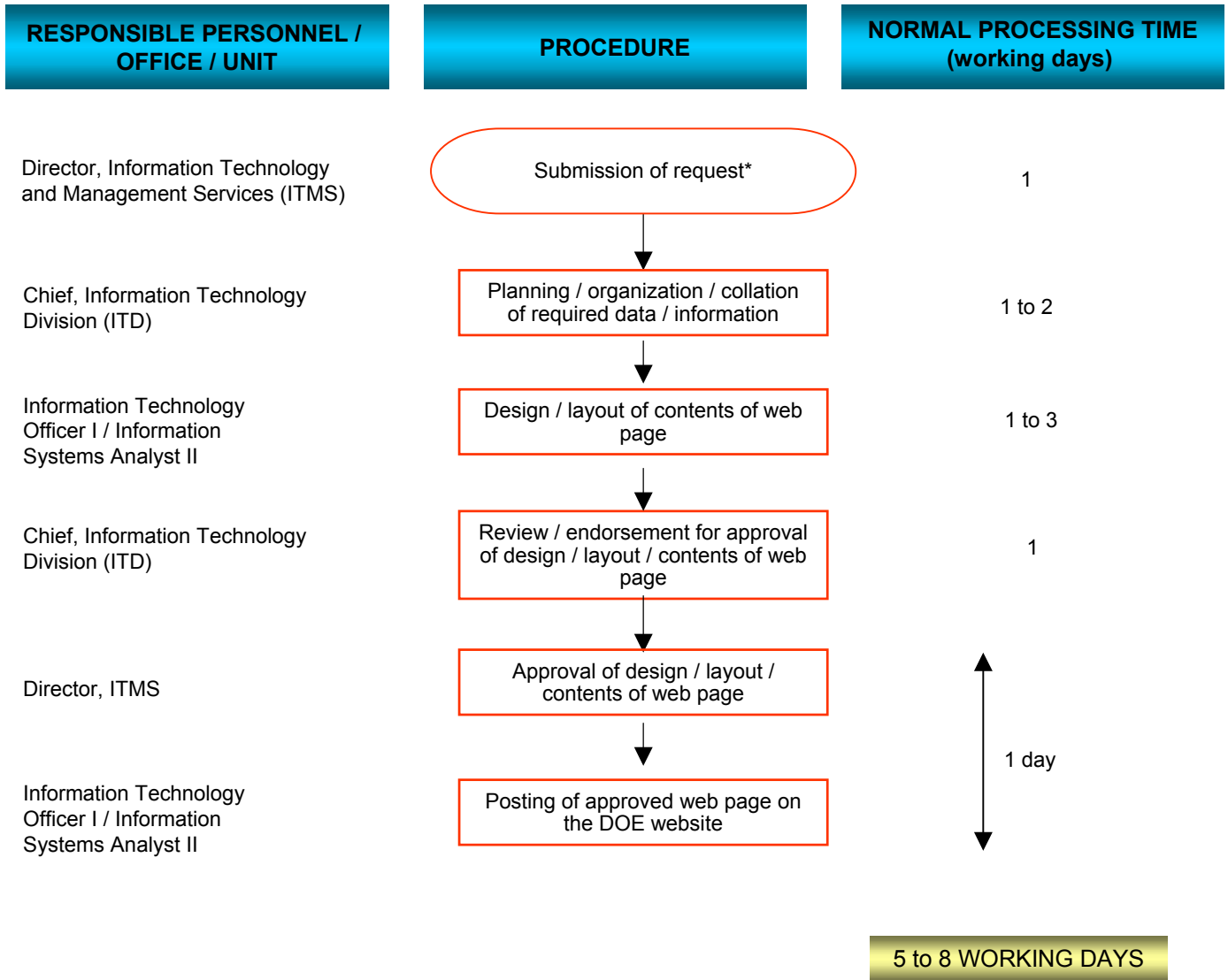




LEGEND	*LIST OF REQUIREMENTS	** For every 1-4 units of equipment / appliance to be tested	*** PROCESSING FEES	LEGAL BASIS								
<div style="display: flex; margin-bottom: 5px;"> <div style="border: 1px solid red; border-radius: 15px; width: 20px; height: 10px; margin-right: 5px;"></div> Applicant </div> <div style="display: flex; margin-bottom: 5px;"> <div style="border: 1px solid red; width: 20px; height: 10px; margin-right: 5px;"></div> DOE </div>	<ol style="list-style-type: none"> 1) Equipment/appliance for testing 2) Request for Laboratory Service 3) Official receipt of payment of laboratory fee 		<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Refrigerator –</td> <td style="text-align: right;">Php 14,600</td> </tr> <tr> <td>Air-conditioner -</td> <td style="text-align: right;">7,300</td> </tr> <tr> <td>Electric fan -</td> <td style="text-align: right;">1,800</td> </tr> <tr> <td>Electric motor</td> <td style="text-align: right;">2,200</td> </tr> </table>	Refrigerator –	Php 14,600	Air-conditioner -	7,300	Electric fan -	1,800	Electric motor	2,200	E.O. 197
Refrigerator –	Php 14,600											
Air-conditioner -	7,300											
Electric fan -	1,800											
Electric motor	2,200											



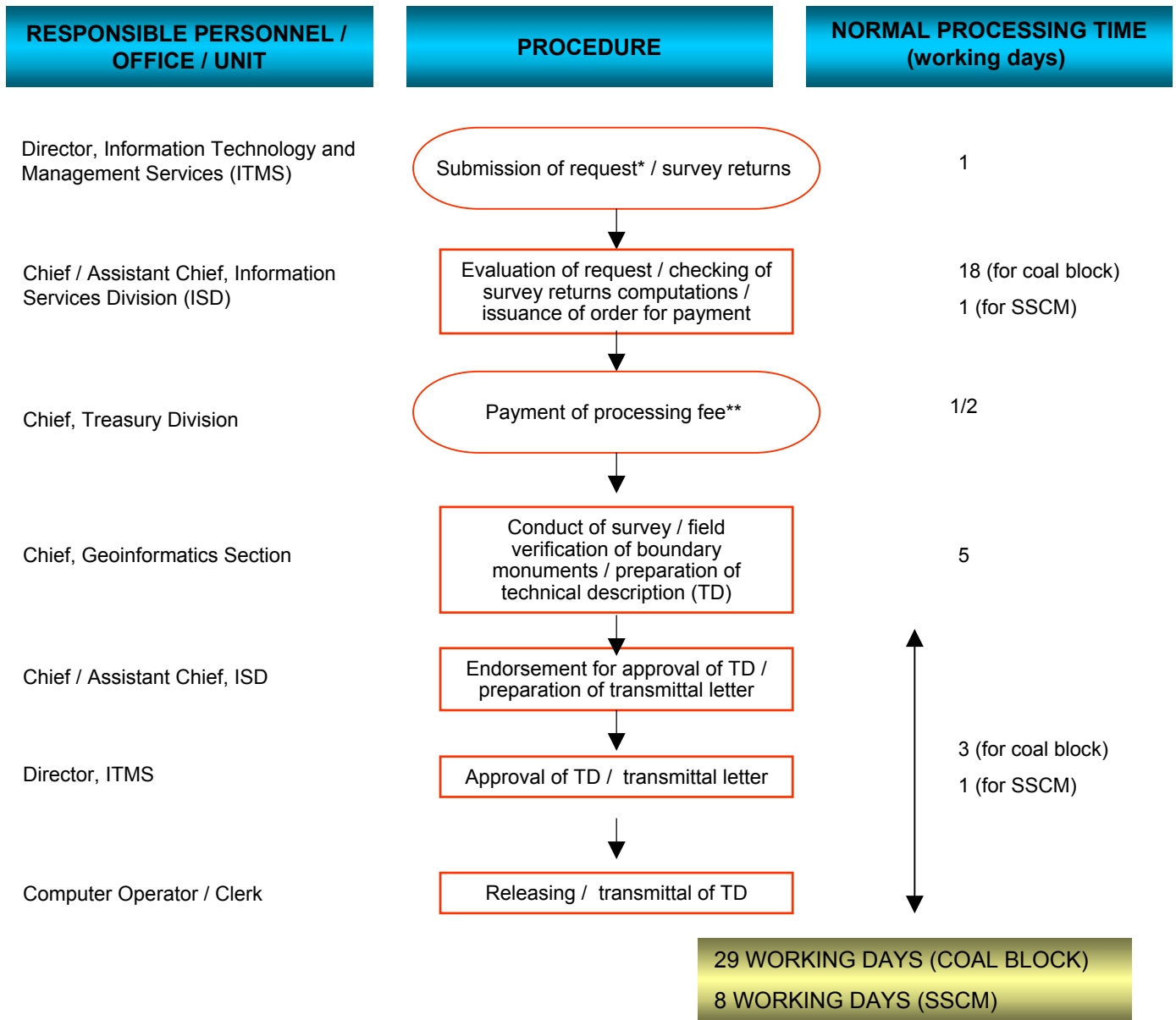
Information Technology and Management Services

POSTING OF ENERGY INFORMATION THRU THE DOE WEBSITE / PORTAL



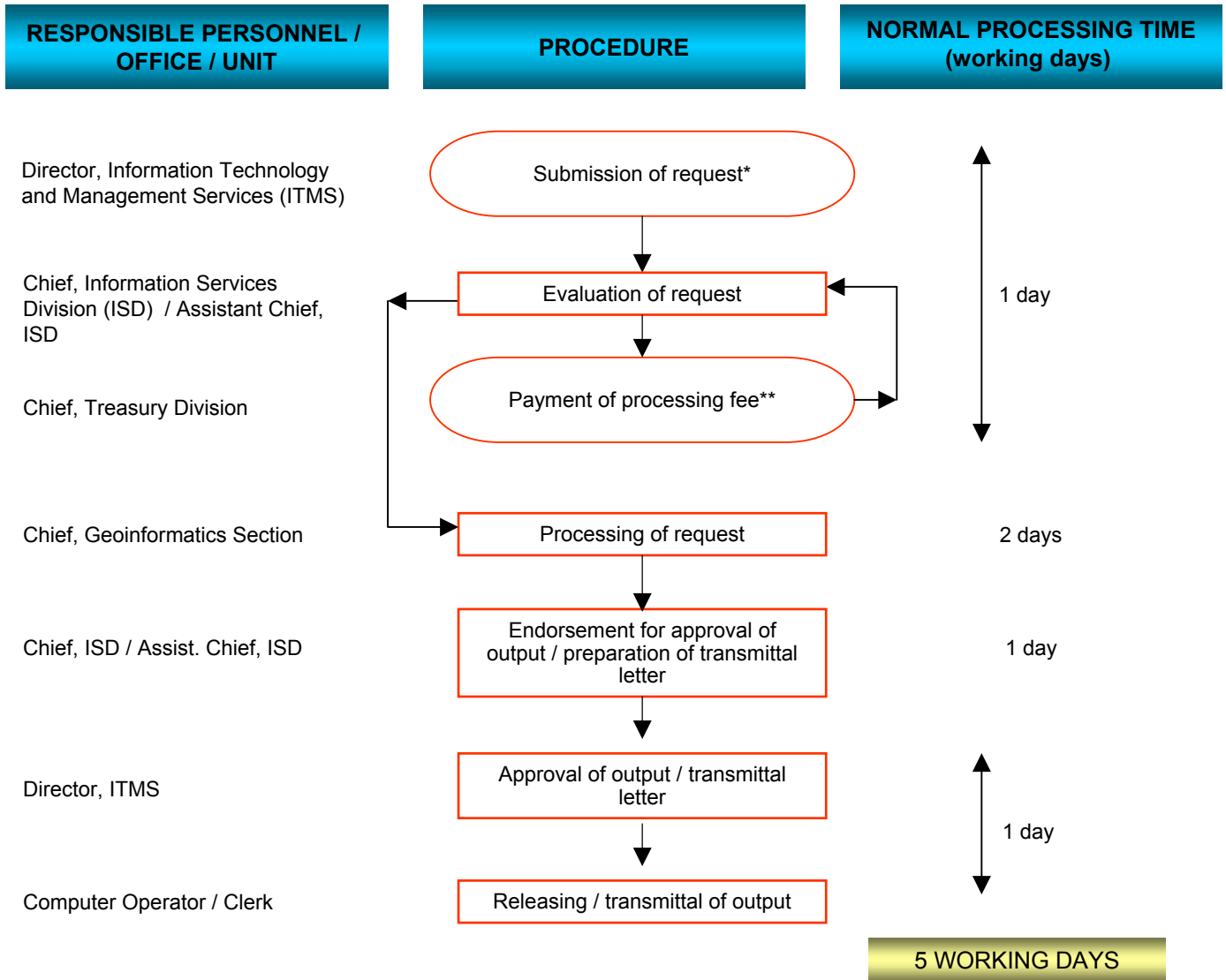
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>PROCESSING FEE</u>
 Applicant  DOE	1) Letter of request / Filled Computer Services Request Form 2) Digital copy of the web page, if available	No fees

CONDUCT / TECHNICAL EVALUATION / APPROVAL OF COAL BLOCK SURVEYS AND SMALL-SCALE COAL MINING (SSCM) SURVEYS



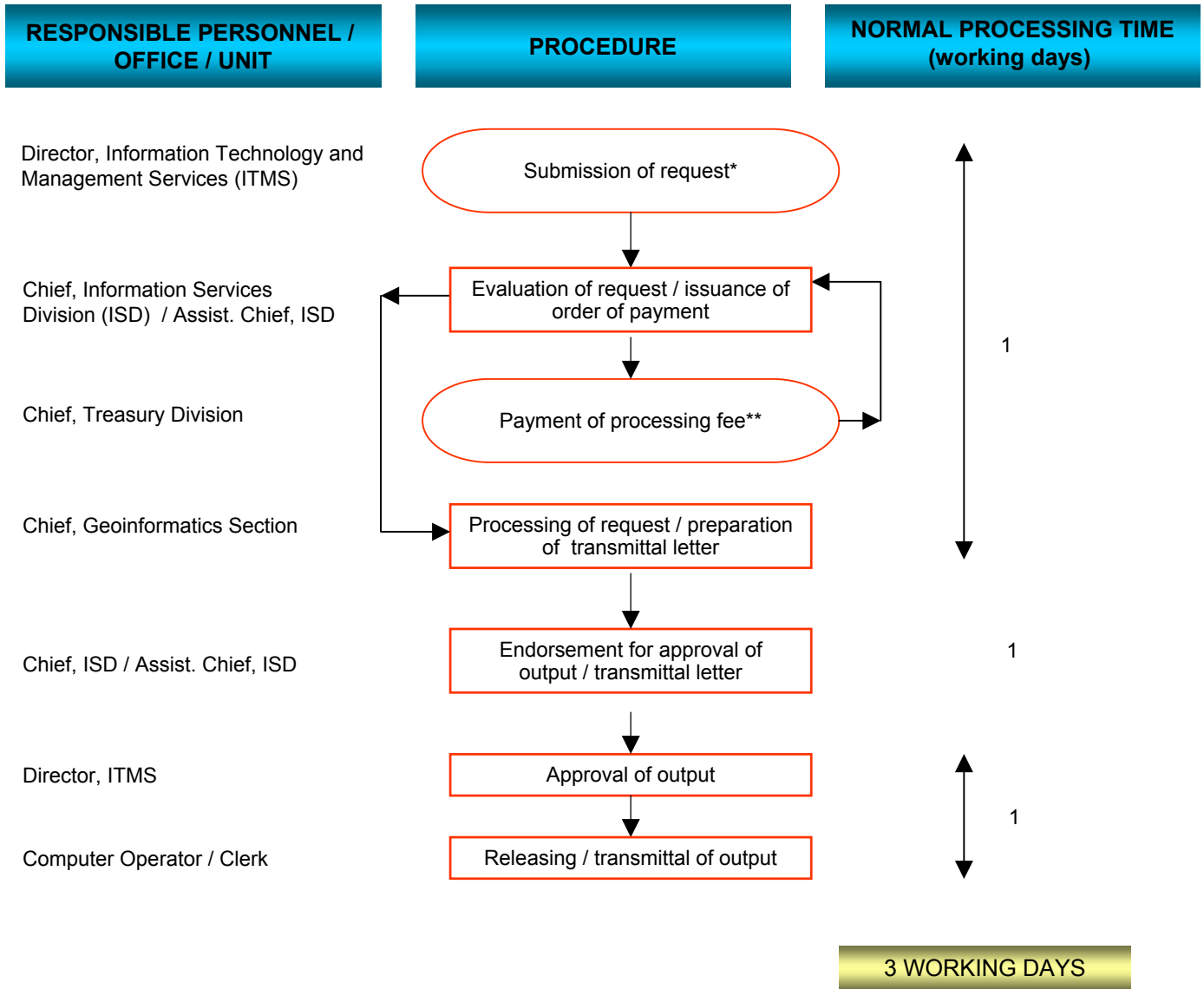
LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEES	LEGAL BASIS
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; border: 1px solid red; border-radius: 5px; margin-right: 5px;"></div> Applicant </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; border: 1px solid red; margin-right: 5px;"></div> DOE </div>	<ol style="list-style-type: none"> 1) Survey report, transmittal of survey returns 2) Copy of Geodetic Engineer's current registration and PTR 3) Certification from Lands Management Bureau/Coast and Geodetic Survey Department of the geographic and/or grid coordinates of the tie-points used 4) Certification from the Coast and Geodetic Survey Department for the evaluation of the survey results using GPS receivers 5) Certification of GPS calibration and registration 6) Certificate of transit inspection and tape inspection 7) Fieldnotes and plans 8) Computation for azimuth for latitude of observation and convergence correction of azimuth 9) Coordinate conversion of principal corners and other tie points 10) Traverse, setting and area computations 	<ol style="list-style-type: none"> 1) Field verification survey – Php 1,000/man/day 2) Verification of survey returns <ul style="list-style-type: none"> • Tracing cloth/mylar - Php 300/plan • Fieldnotes, computations – Php 5/sheet 3) Boundary survey of contract area – Php 150/ha 	E.O. 197

PROVISION OF GEOMATIC INFORMATION AND SERVICES



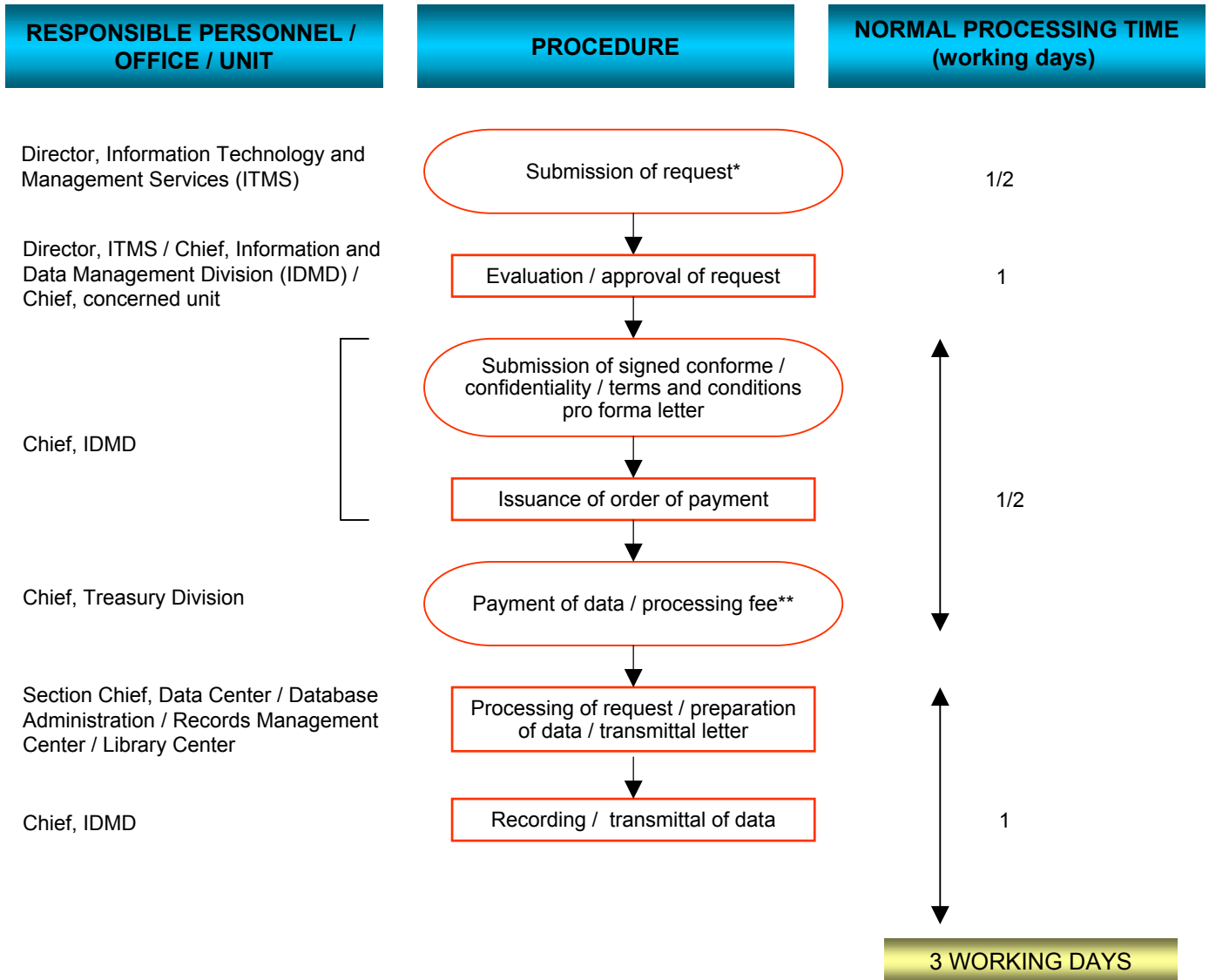
<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASIS</u>
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	1) Letter of request 2) Filled-out Pro-forma Terms and Conditions	Cost of reproduction	E.O. 197

PRINTING OF CARTOGRAPHIC, INFOGRAPHIC AND OTHER MAPS



LEGEND	* LIST OF REQUIREMENTS	** PROCESSING FEE	LEGAL BASIS
<p>○ Applicant</p> <p>□ DOE</p>	<p>1) Letter of request</p> <p>2) Filled-out Pro-forma Terms and Conditions</p> <p>3) Receipt of payment</p>	<p>Cost of reproduction</p>	<p>E.O. 197</p>

PROVISION OF ENERGY DATA / INFORMATION THRU THE DOE LIBRARY / RECORDS MANAGEMENT CENTER / ENERGY DATA CENTER

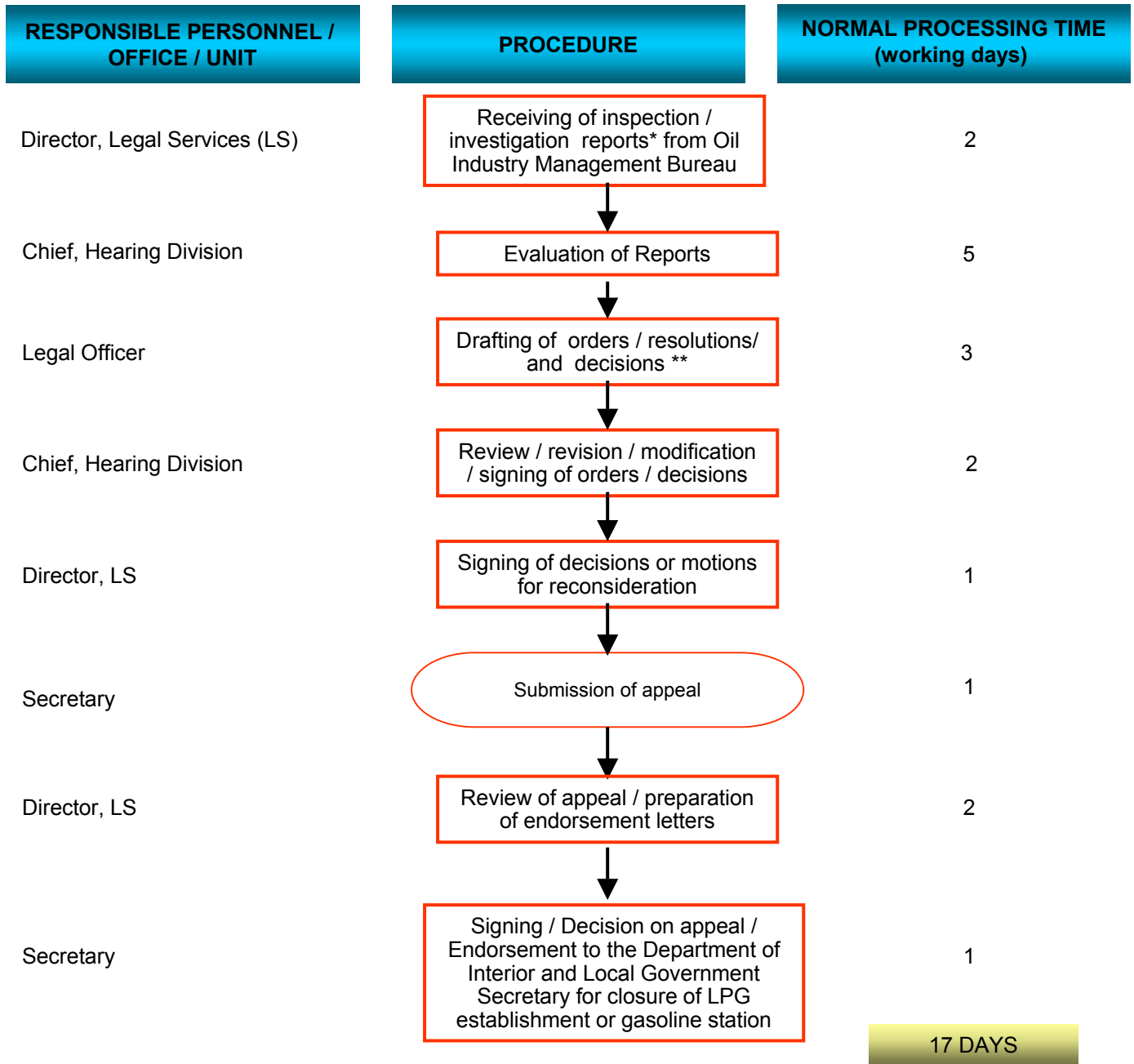


<u>LEGEND</u>	<u>LIST OF REQUIREMENTS</u>	<u>** PROCESSING FEE</u>	<u>LEGAL BASIS</u>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; margin-right: 5px;"></div> Applicant </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid red; width: 20px; height: 10px; margin-right: 5px;"></div> DOE </div>	<ol style="list-style-type: none"> 1) Letter of request 2) Filled-out data request form 3) List of data/documents requested 4) Receipt of payment 5) Signed conforme/confidentiality/terms and conditions 	Refer to Department of Energy Schedule of Fees and Charges	E.O. 197



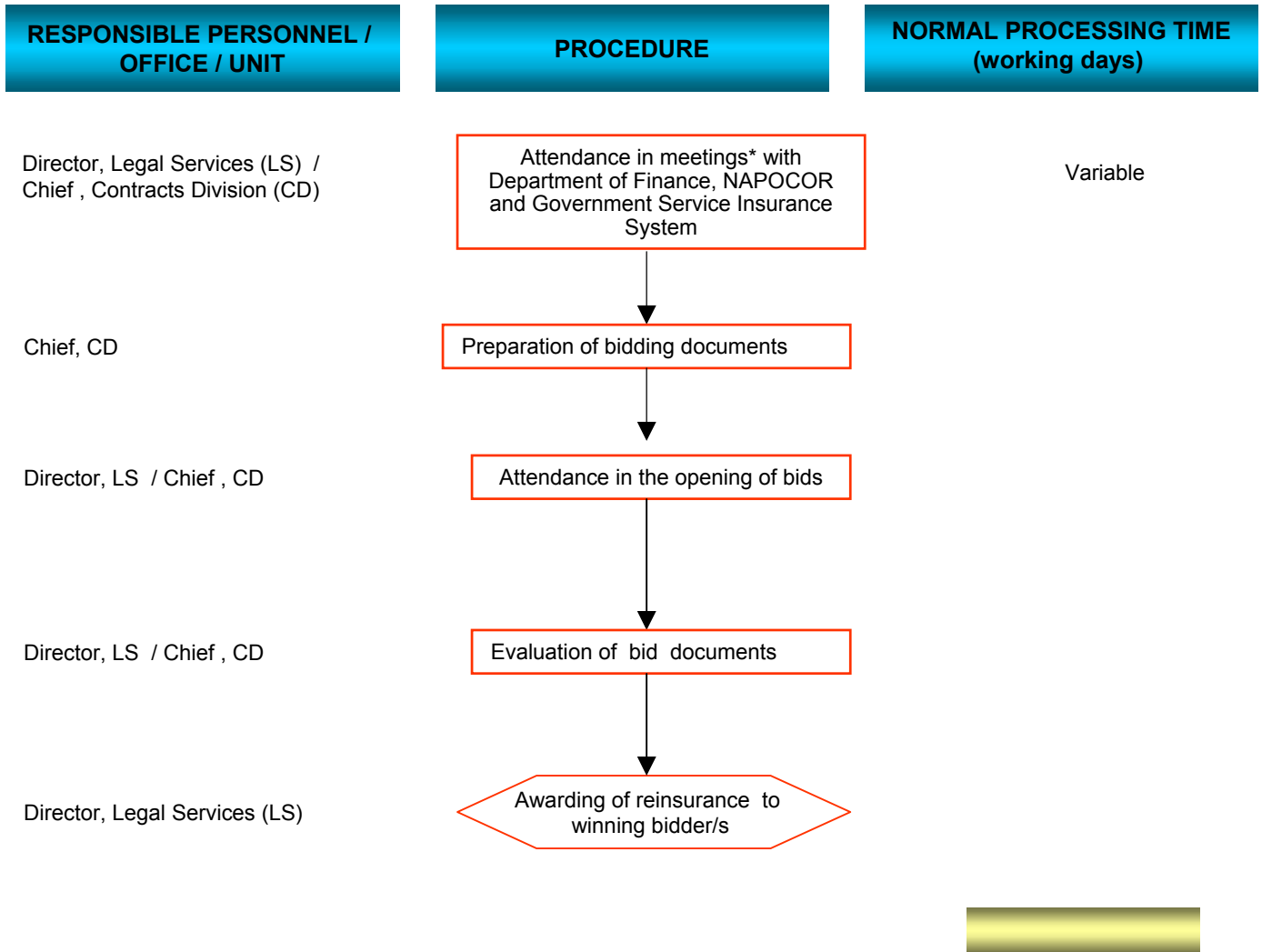
Legal Services

HEARING OF COMPLAINTS FOR VIOLATIONS OF THE RULES AFFECTING THE DOWNSTREAM OIL INDUSTRY



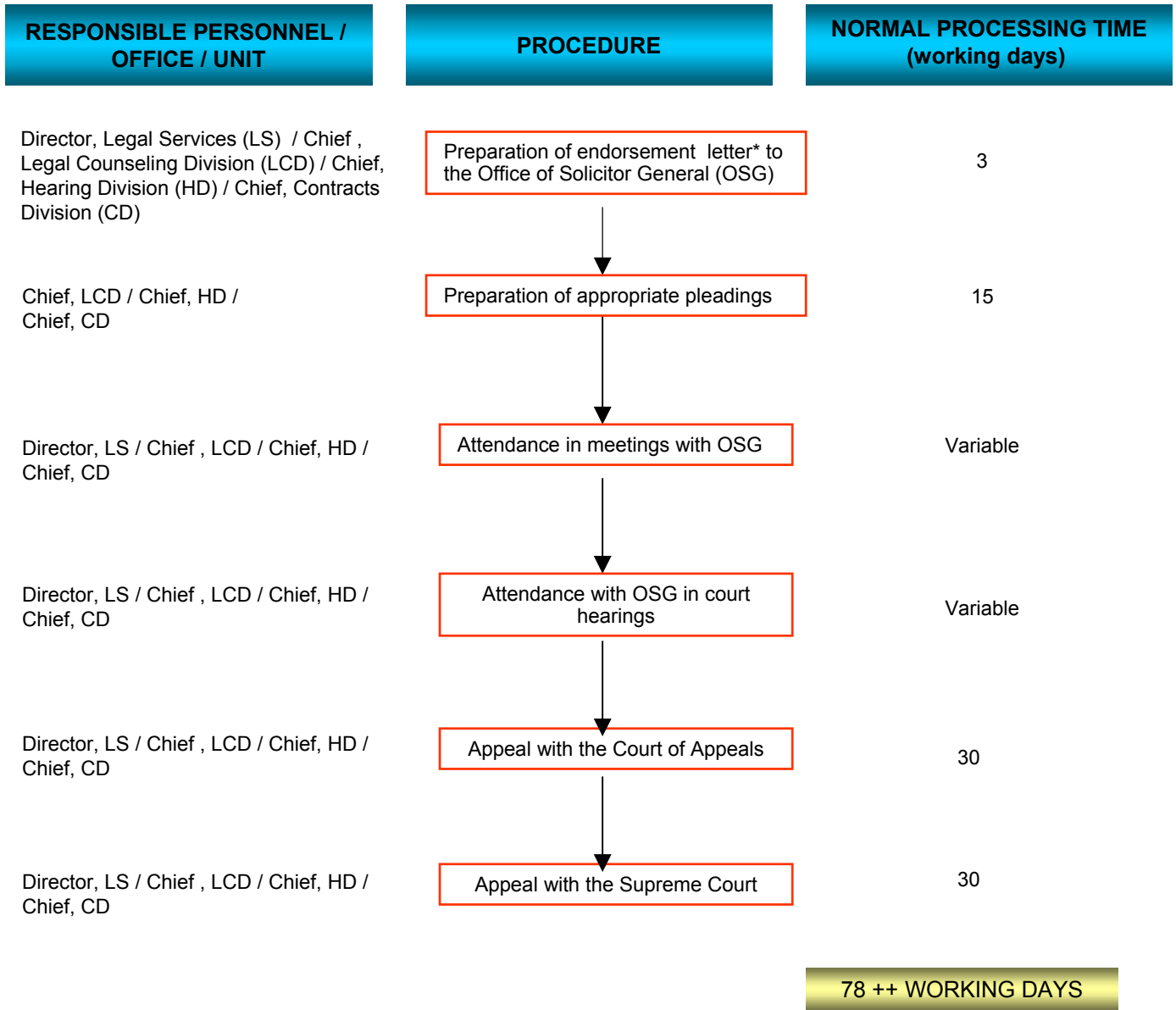
LEGEND	* LIST OF REQUIREMENTS	PROCESSING FEE
<div style="border: 1px solid red; border-radius: 10px; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Respondent / Appellant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	1) Written answer to show cause orders issued by the Office of Legal Counsel 2) Proof of compliance with the following: <ul style="list-style-type: none"> ▪ Notice and reportorial requirements ▪ Weighing device ▪ Price display board ▪ Cell phone warning device ▪ Research Octane Number (RON) posting requirements 	No fees

LEGAL ASSISTANCE IN THE SELECTION OF REINSURER FOR NATIONAL POWER CORPORATION (NAPOCOR) PROPERTIES



<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>PROCESSING FEE</u>
<div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> DOE <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; transform: rotate(15deg);"></div> DOE and Applicant	1) Notice of conduct of bidding 2) Bid documents	No fees

LEGAL ASSISTANCE IN HANDLING OF DOE CASES

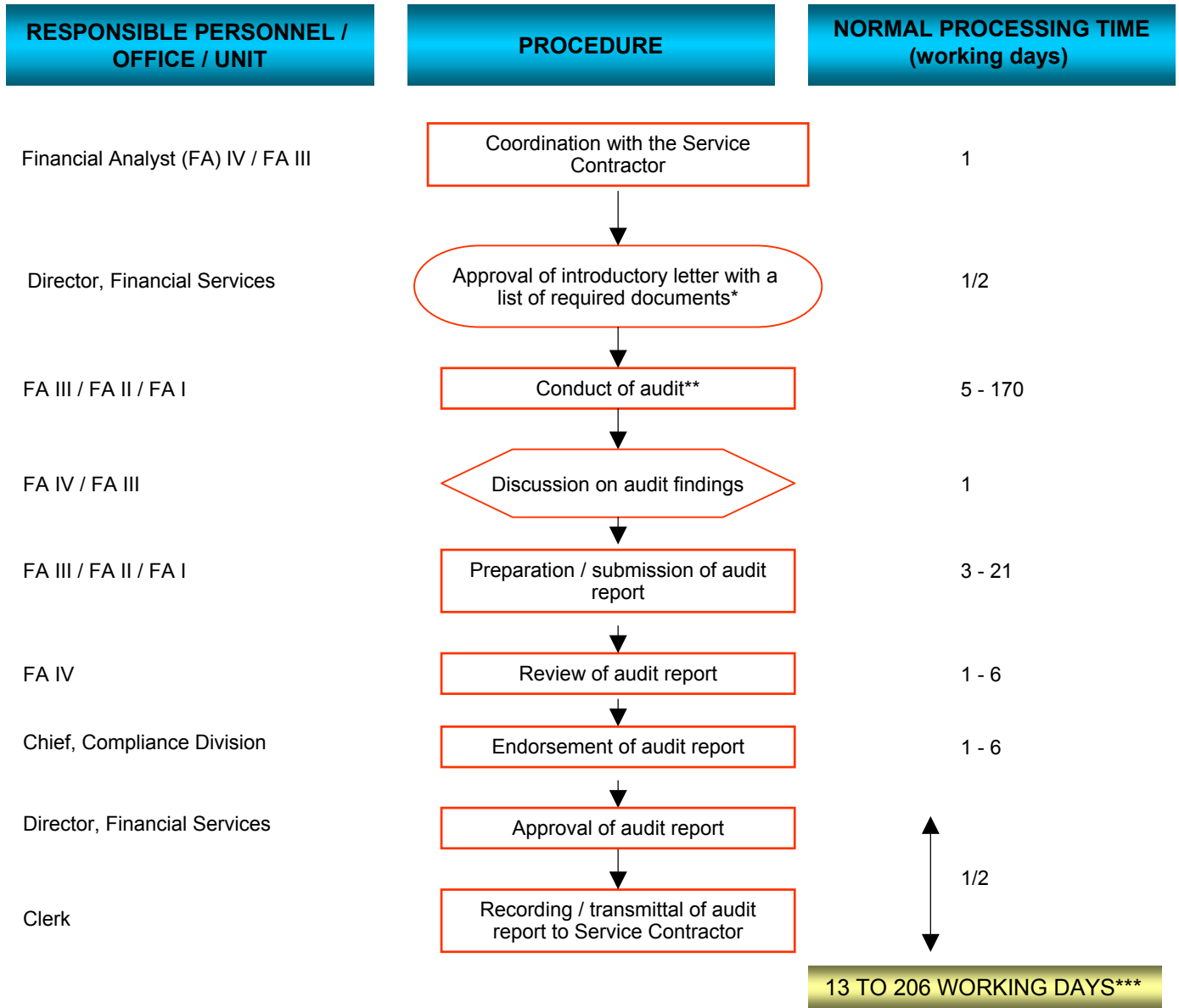


<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p>	<p><u>* LIST OF REQUIREMENTS</u></p> <p>1) Copy of complaint / petition</p>	<p><u>PROCESSING FEE</u></p> <p>No fees</p>
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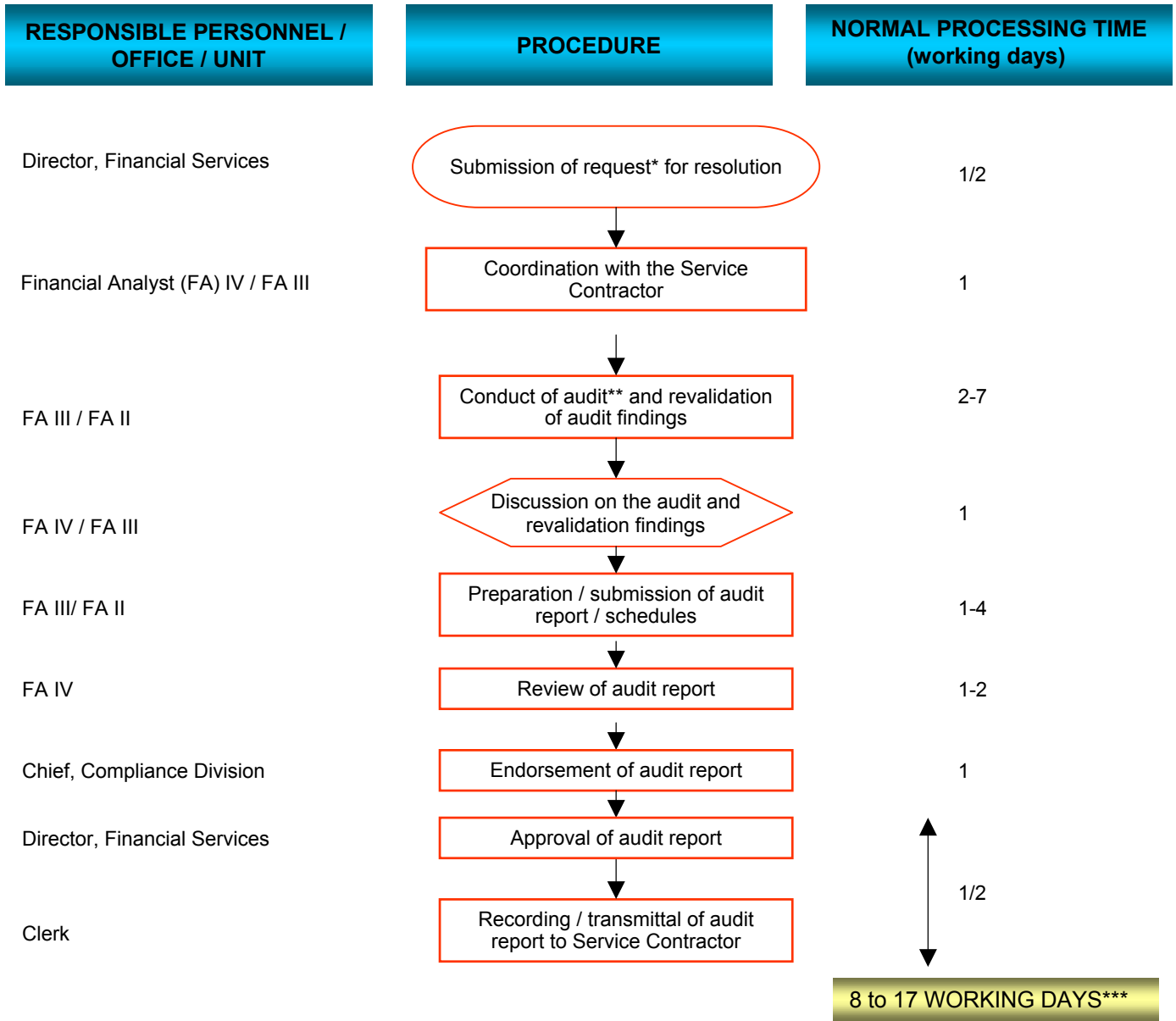
Financial Services




AUDIT OF SERVICE CONTRACTOR'S BOOKS OF ACCOUNTS



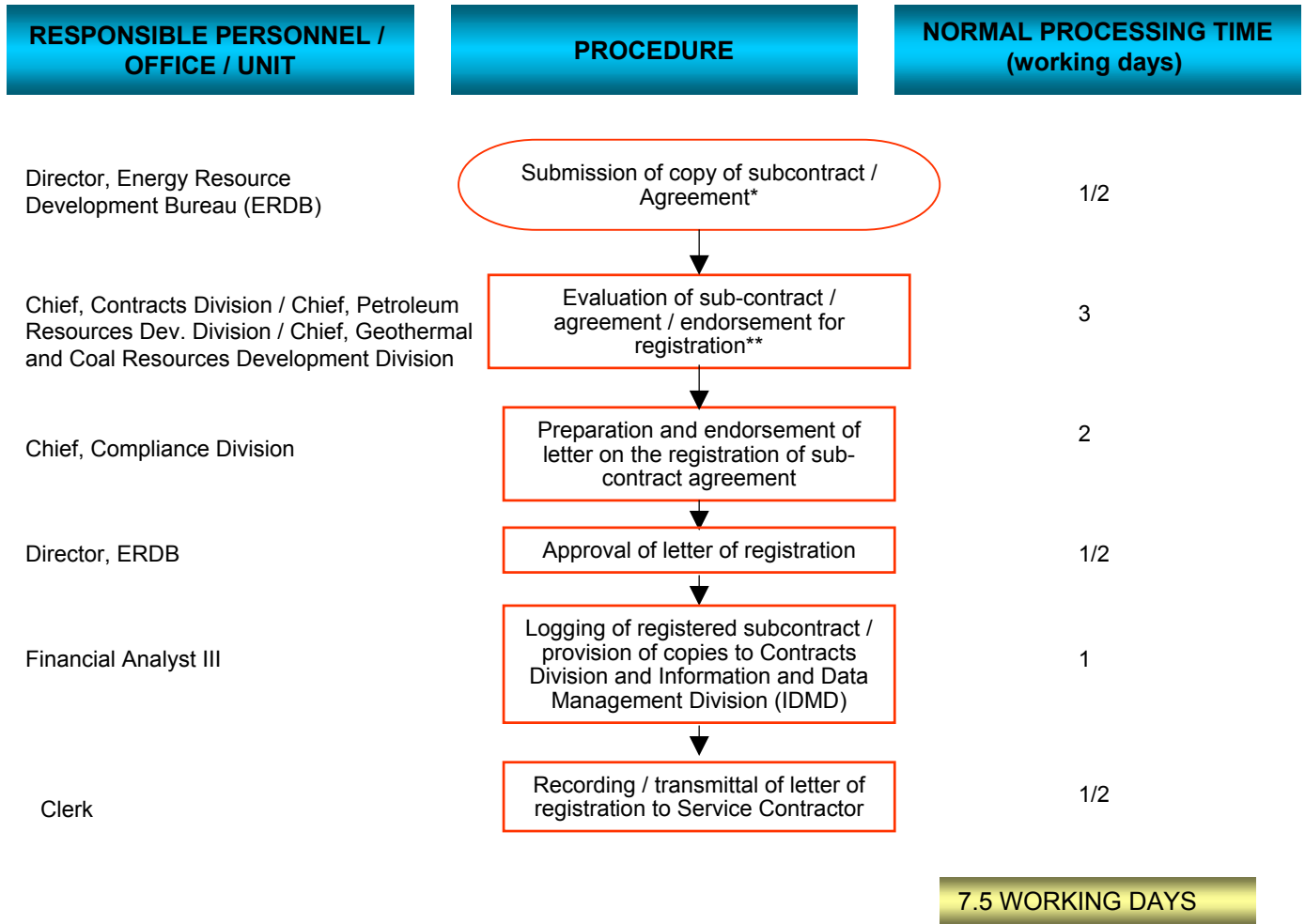
<p>LEGEND</p> <p> Service Contractor</p> <p> DOE</p> <p> DOE & Service Contractor</p> <p>*** contingent on the Service Contractor's magnitude of operations and number of DOE examiners assigned</p>	<p>* LIST OF REQUIREMENTS</p> <ol style="list-style-type: none"> 1) Reported revenues and expenditures 2) Trial balance 3) Books of accounts and supporting documents 	<p>PROCESSING FEE</p> <p>No fees</p>	<p>** LEGAL BASES</p> <p>P.D. 87 P.D. 972 P.D. 1442 Service / Operating Contract</p>
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RESOLUTION OF AUDIT FINDINGS



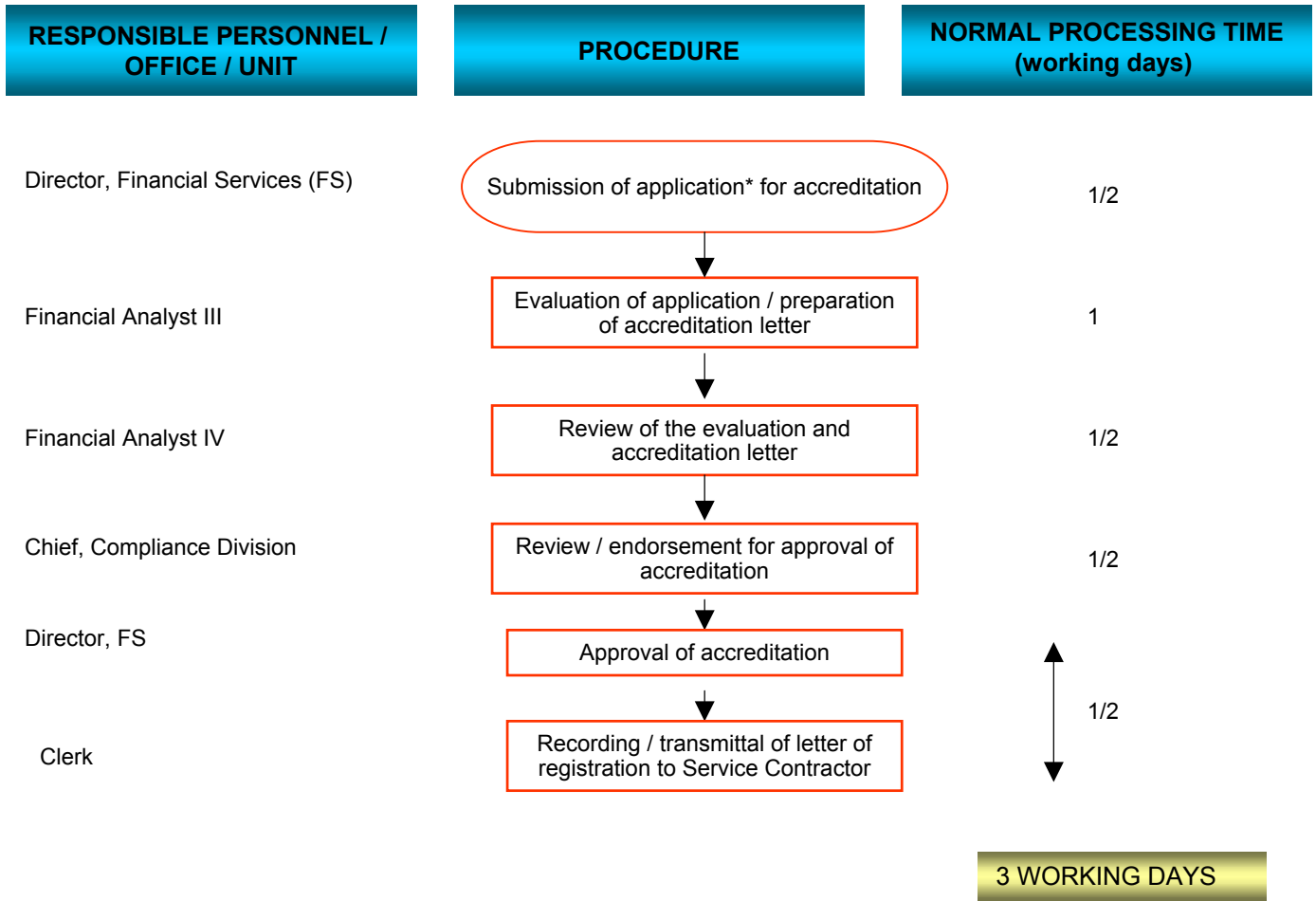
<p>LEGEND</p> <p> Service Contractor</p> <p> DOE</p> <p> DOE & Service Contractor</p> <p>*** contingent on the Service Contractor's magnitude of operations and number of DOE examiners assigned</p>	<p>* LIST OF REQUIREMENTS</p> <p>1) Letter of request for resolution of audit findings 2) Supporting documents</p>	<p>PROCESSING FEE</p> <p>No fees</p>	<p>** LEGAL BASES</p> <p>P.D. 87, as amended P.D. 972 P.D. 1444</p>
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REGISTRATION OF SERVICE CONTRACTOR'S SUBCONTRACT / AGREEMENT



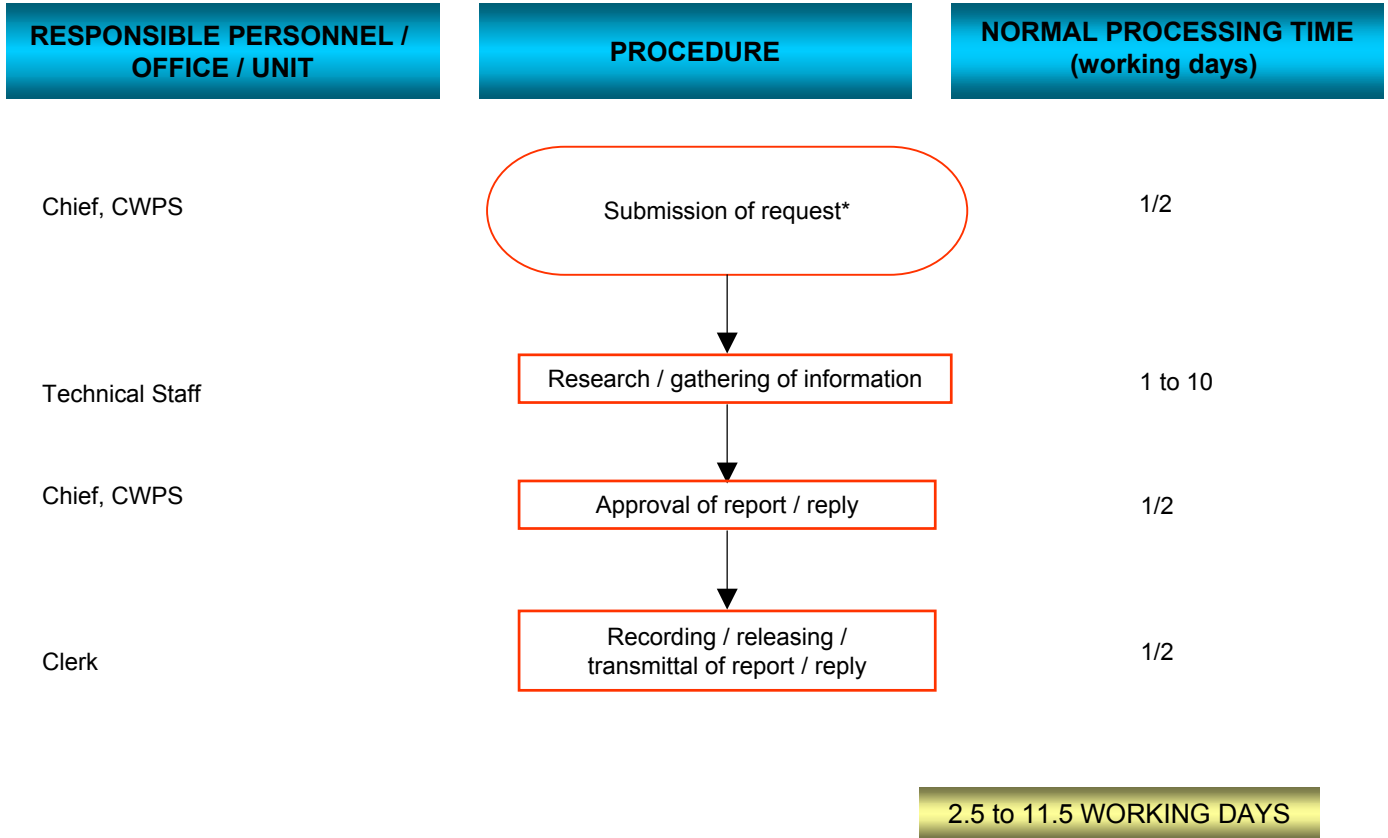
<p style="text-align: center;"><u>LEGEND</u></p> <p> Service Contractor</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <p>1) Letter of Service Contractor</p> <p>2) Copy of subcontracts/agreements</p>	<p style="text-align: center;"><u>PROCESSING FEE</u></p> <p>No fees</p>	<p style="text-align: center;"><u>** LEGAL BASES</u></p> <p>P.D. 1354</p> <p>P.D.1442</p>
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ACCREDITATION OF INSURANCE / BONDING COMPANIES



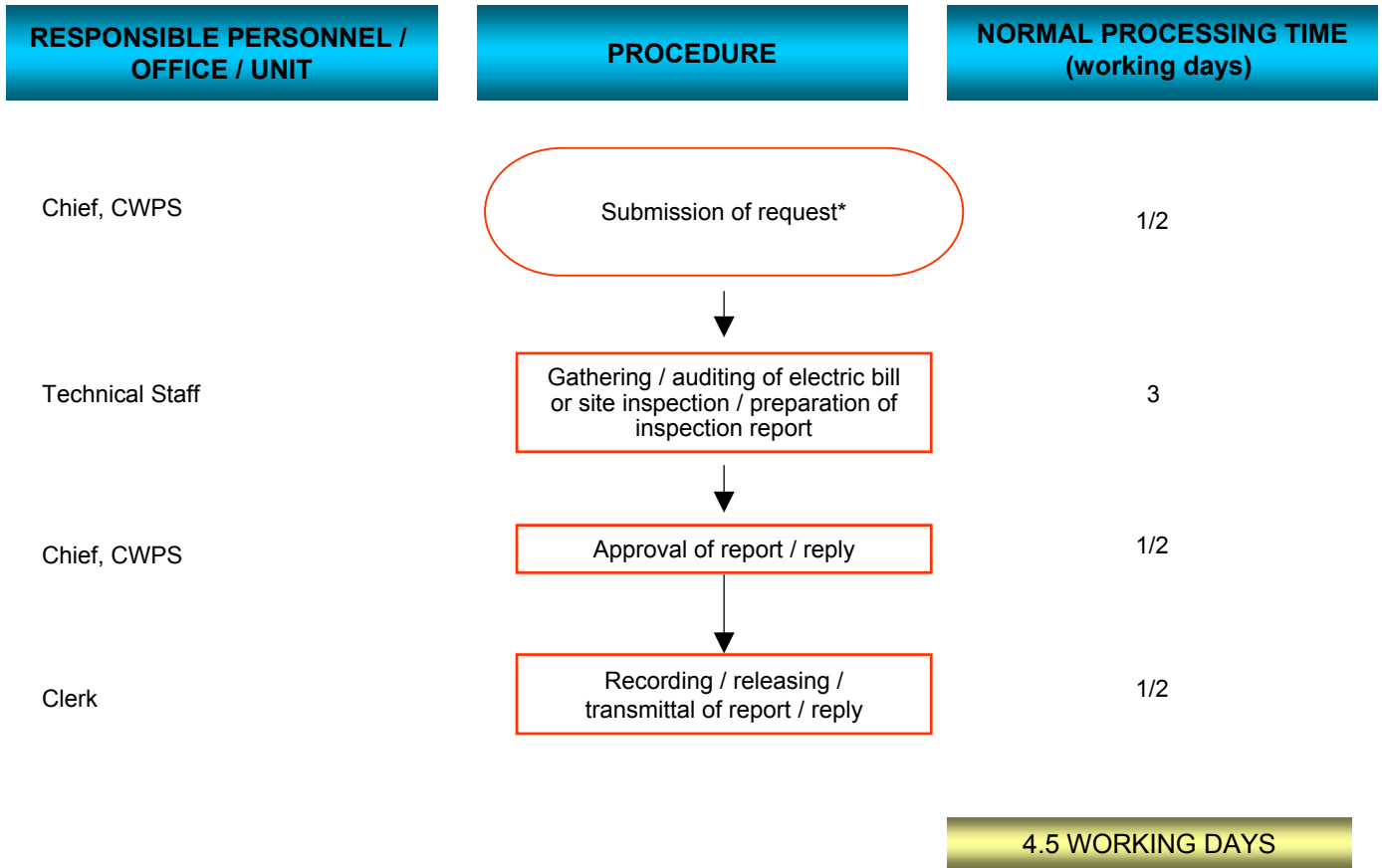
<p style="text-align: center;"><u>LEGEND</u></p> <p> Service Contractor</p> <p> DOE</p>	<p style="text-align: center;"><u>* LIST OF REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1) Certificate of Authority issued by the Insurance Commission 2) Audited Financial statements for 2 years 3) Clearance from the Supreme Court 4) Form I issued by the Insurance Commission 5) Company profile 	<p style="text-align: center;"><u>PROCESSING FEE</u></p> <p>No fees</p>
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CONSUMER-RELATED INFORMATION REQUESTS



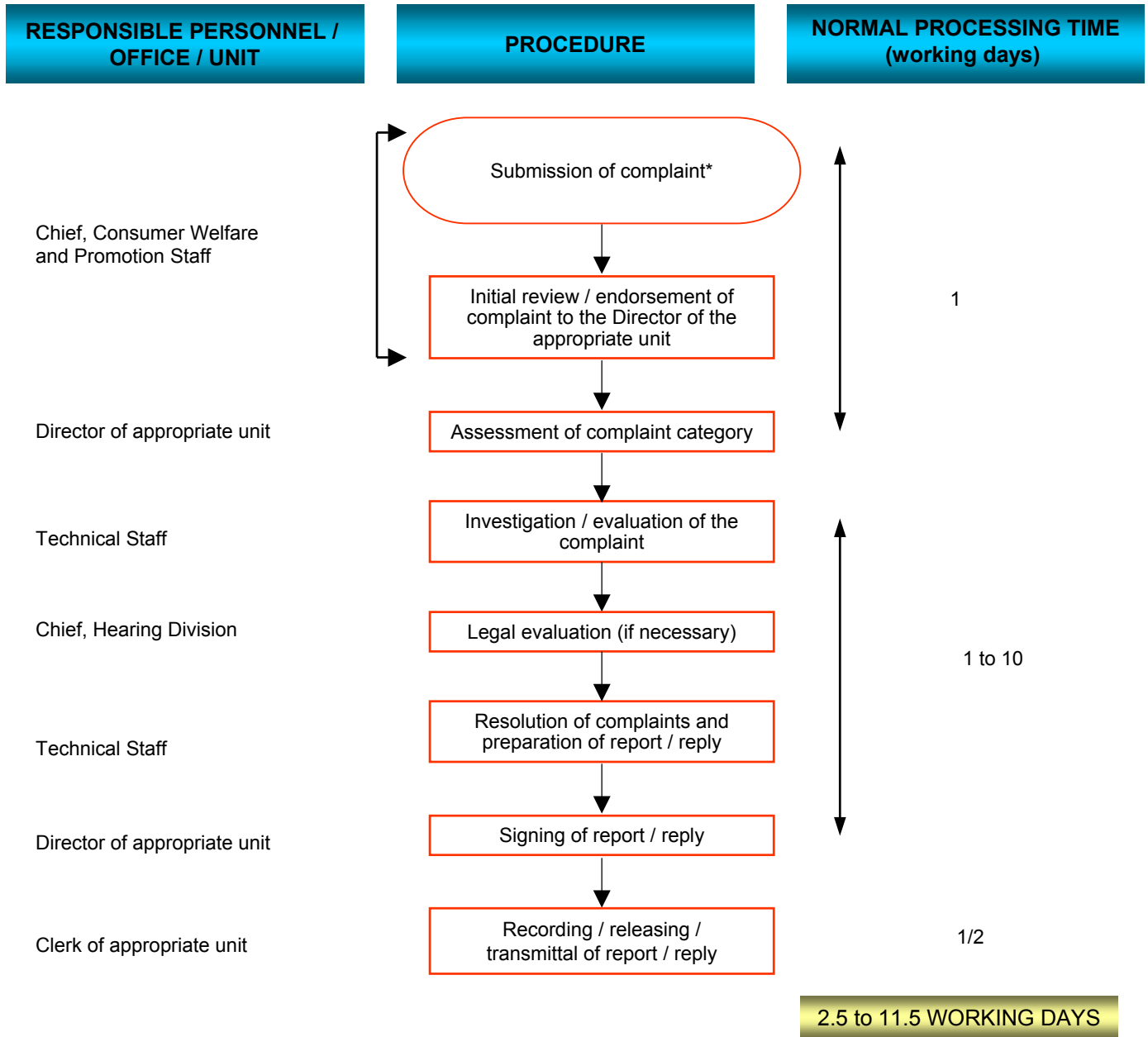
<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p> <p>* CWPS Consumer Welfare and Promotion Staff</p>	<p style="text-align: center;"><u>LIST OF REQUIREMENTS</u></p> <p>1) Phoned-in verification:</p> <ul style="list-style-type: none"> • Filled-out caller's information <p>2) Walk-in verification:</p> <ul style="list-style-type: none"> • Filled-out request form 	<p><u>** PROCESSING FEE</u></p> <p>Cost of reproduction</p>	<p><u>LEGAL BASIS</u></p> <p>E.O. 197</p>
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ELECTRIC BILL VERIFICATION SERVICE



<p><u>LEGEND</u></p> <p> Applicant</p> <p> DOE</p> <p>* CWPS Consumer Welfare and Promotion Staff</p>	<p><u>* LIST OF REQUIREMENTS</u></p> <p>1) Phoned-in verification:</p> <ul style="list-style-type: none"> • Filled-out caller's information <p>2) Walk-in verification:</p> <ul style="list-style-type: none"> • Filled-out request form 	<p><u>PROCESSING FEE</u></p> <p>No fees</p>
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COMPLAINTS RESOLUTION



<u>LEGEND</u>	<u>* LIST OF REQUIREMENTS</u>	<u>PROCESSING FEE</u>
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 10px; display: inline-block; margin-right: 5px;"></div> Applicant <div style="border: 1px solid red; width: 20px; height: 10px; display: inline-block; margin-right: 5px; margin-top: 5px;"></div> DOE	1) Phoned-in complaints: <ul style="list-style-type: none"> • Filled-out caller's information • Nature of complaint 2) Walk-in complaints: <ul style="list-style-type: none"> • Filled-out Complaints Form • Filled-out General Feedback Form 	No fees