

ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB)



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SUMMARY OF PROCESSES

EXTERNAL SERVICES

Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)

PROCESSES	DURATION	CLASSIFICATION
1. Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)	3 Working Days	Simple
2. Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)	7 Working Days	Complex
3. Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)	7 Working Days	Complex
4. Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program (PELP)	7 Working Days	Complex
5. Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)	7 Working Days	Complex
6. Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)	3 Working Days	Simple

7. Issuance of Energy Label Equivalent or Certificate of Exemption (COE) for Product Registered under the Philippine Energy Labeling Program (PELP)	3 Working Days	Simple
8. Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)	20 Working Days	Highly Technical

Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)

PROCESSES	DURATION	CLASSIFICATION
9. Issuance of Certificate for Registered Energy Service Company (ESCO)	7 Working Days	Complex
10. Issuance of Certificate for Certified Energy Auditor (CEA)	7 Working Days	Complex
11. Issuance of Certificate for Certified Energy Conservation Officers (CECO)	7 Working Days	Complex
12. Issuance of Certificate for Certified Energy Manager (CEM)	7 Working Days	Complex
13. Issuance of Certificate for Certified Energy Service Company (ESCO)	20 Working Days	Highly Technical
14. Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified Energy Auditors (CEA)	20 Working Days	Highly Technical
15. Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified Energy Manager (CEM)	20 Working Days	Highly Technical
16. Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives	20 Working Days	Highly Technical
17. Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal	20 Working Days	Highly Technical

Incentives		
18. Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditor (CEA)	20 Working Days	Highly Technical

Alternative Fuels and Energy Technology Division (AFETD)

PROCESSES	DURATION	CLASSIFICATION
19. Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station (EVCS) Participants	20 Working Days	Highly Technical

Energy Efficiency & Conservation Public Sector Management Division (EPSMD)

PROCESSES	DURATION	CLASSIFICATION
20. Energy Audit Services: Preliminary Energy Audit (ISO Certified)	7 Working Days	Complex
21. Processing of Energy Audit Services: Virtual Preliminary Energy Audit	7 Working Days	Complex
22. Application Process for Recognized Training Institution Accreditation	20 Working Days	Highly Technical

EUMB - Dedicated Electric Vehicle Office (DEVO)

PROCESSES	DURATION	CLASSIFICATION
23. Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator	7 Working Days	Complex

<u>Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>		
24. <u>Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>	7 Working Days	Complex
25. <u>Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>	7 Working Days	Complex
26. <u>Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</u>	7 Working Days	Complex
27. <u>Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines</u>	7 Working Days	Complex
28. <u>Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines</u>	7 Working Days	Complex
29. <u>Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines</u>	20 Working Days	Highly Technical



ENERGY EFFICIENCY & CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION (EPRED)

PROCESSES

1. [Processing of Application for Company Registration under the Philippine Energy Labeling Program \(PELP\)](#)
2. [Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program \(PELP\)](#)
3. [Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program \(PELP\)](#)
4. [Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program \(PELP\)](#)
5. [Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program \(PELP\)](#)
6. [Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program \(PELP\)](#)
7. [Issuance of Energy Label Equivalent or Certificate of Exemption \(COE\) for Product Registered under the Philippine Energy Labeling Program \(PELP\)](#)
8. [Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program \(PELP\)](#)



Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for Company Registration under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Citizen, Government-2-Business	
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. PELP Online Registration Forms <ol style="list-style-type: none"> a. Application Form for Company Registration under the PELP b. Undertaking to Abide by the Terms and Conditions of the PELP c. Letter of Authorization for PELP Compliance Representative d. Product Sales Inventory Report 		Department of Energy (template form available at the PELP System: https://www.pelp.doe.gov.ph)

<p>2. Business Registration Documents:</p> <p>a. Business Registration Certificate:</p> <ul style="list-style-type: none"> - For Sole Proprietorship: Certificate of Business Name Registration issued by the Department of Trade and Industry - For Corporation/Partnership: Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission - For Cooperative: CDA Certificate of Registration from the Cooperative Development Authority <p>b. Partnership Agreement (including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary)</p> <p>c. Permit to Operate issued by the local government unit.</p> <p>d. BIR Registration</p> <p>3. Payment-related Documents</p> <ul style="list-style-type: none"> a. Order of Payment b. Payment Confirmation c. Official Receipt <p><i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i></p>	<p>For Certificate of Business Name Registration – Department of Trade and Industry (DTI)</p> <p>For Certificate of Registration and Articles of Incorporation - Securities and Exchange Commission</p> <p>For CDA Certificate of Registration - Cooperative Development Authority</p> <p>DOE Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
1. The Applicant requests for an Order of Payment (OoP) online	1.1 The DOE issues the Order of Payment to the Applicant through e-mail.	N/A	N/A	<i>DOE-EPRED PELP Evaluator I</i>

<p>through the PELP System (https://www.pelp.doe.gov.ph) by clicking the “Register Company” command button.</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>			<p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction), together with a link for the PELP Online Registration.</p>	<p>PhP 1,600.00</p>	<p>N/A</p>	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<p><i>Application Process</i></p>				
<p>3. The applicant fills out the online registration form, together with the documentary requirements specified above, through the PELP System using the link sent through email.</p>	<p>3.1 DOE-EPRED acknowledges the receipt of application through email and evaluates the completeness and correctness of the submitted documents.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through</p>	<p>N/A</p>	<p>Two (2) Working Days</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p><i>Note:</i></p> <ul style="list-style-type: none"> - In case the PELP System is unavailable, the applicant may submit the accomplished forms and other documentary requirements to DOE-EPRED. - Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation. 	<p>email and requests for the resubmission of the required document and/or data.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the company in the PELP Company Registry.</p> <p>DOE-EPRED notifies the applicant of the approval of application through email.</p>	N/A	One (1) Working Day	<i>DOE-EPRED PELP Evaluator II</i>
<p>4. The Applicant receives the email notification for the approval of their Company Registration application, together with the temporary credentials for their PELP Account.</p>	N/A	N/A	N/A	N/A
Total Number of Days		3 Working days		



Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for registration of air conditioner product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Air Conditioners must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Citizen, Government-2-Business	
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy (DOE-RTL). This requirement is</p>		<p>Testing laboratories:</p> <p>a. Company-owned or third-party laboratories that are ISO 17025-accredited.</p>

<p>applicable to both company-owned and third-party laboratories.</p> <p><i>(The validity of Test Report for Air Conditioners shall be one (1) year from the date of issuance)</i></p>		<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>			
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p>					
<p>3. Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Air Conditioners) for the ECP.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy.”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>					
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>		<p>Department of Energy (template form available at the PELP System during Product Registration)</p>			
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>		<p>Applicant</p>			
<p>6. Duly accomplished Product Registration Online Form</p>					
<p>7. Payment-related Documents</p> <p>a. Order of Payment</p> <p>b. Payment Confirmation</p> <p>c. Official Receipt</p>		<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>			
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>					
<p>1. The Applicant requests for an Order of Payment (OoP) for Product</p>		<p>1.1 The DOE issues the Order of Payment to</p>	N/A	N/A	<p>DOE-EPRED PELP Evaluator I</p>

<p>Registration (online) through the PELP System Payment Module. (https://www.pelp.doe.gov.ph)</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>			<p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)</p>	<p>Php 300.00 per product model</p>	<p>N/A</p>	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<p><i>Application Process</i></p>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (https://www.pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In case the PELP System is</i> 	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the PELP Implementing Guidelines for Air Conditioners</p>	<p>N/A</p>	<p>Six (6) Working Days</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p><i>unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i></p> <ul style="list-style-type: none"> <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>) and informs the applicant on the results of the evaluation through an email notification.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	of the approval of their product registration application through email.			
4. The Applicant receives the email notification for the approval of their Product Registration application.	N/A	N/A	N/A	N/A
Total Number of Days		7 working days		



Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for registration of Refrigerating Appliances product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Refrigerating Appliances must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>1. Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy (DOE-RTL). This requirement is applicable to both company-owned and</p>		<p>Testing laboratories:</p> <p>a. Company-owned or third-party laboratories that are ISO 17025-accredited.</p>	

<p>third-party laboratories. <i>(The validity of Test Report for Refrigerating Appliances shall be one (1) year and six (6) months from the date of issuance)</i></p>		<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>		
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p> <p>3. Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Refrigerating Appliances) for the ECP.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>				
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>		<p>Department of Energy (template form available at the PELP System during Product Registration)</p>		
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>		<p>Applicant</p>		
<p>6. Duly accomplished Product Registration Online Form</p>				
<p>7. Payment-related Documents</p> <p>a. Order of Payment</p> <p>b. Payment Confirmation</p> <p>c. Official Receipt</p>		<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration</p>	<p>1.1 The DOE issues the Order of Payment to</p>	<p>N/A</p>	<p>N/A</p>	<p>DOE-EPRED PELP Evaluator I</p>

<p>(online) through the PELP System Payment Module. (https://www.pelp.doe.gov.ph)</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>			<p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)</p>	<p>PhP 300.00 per product model</p>	<p>N/A</p>	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<p><i>Application Process</i></p>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (https://www.pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the PELP Implementing Guidelines</p>	<p>N/A</p>	<p>Six (6) Working Days</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<ul style="list-style-type: none"> • <i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i> • <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>for Refrigerating Appliances) and informs the applicant on the results of the evaluation through an email notification.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	DOE-EPRED shall inform the applicant of the approval of their product registration application through email.			
4. The Applicant receives the email notification for the approval of their Product Registration application.	N/A	N/A	N/A	N/A
Total Number of Days	7 working days			



Processing of Application for Product Registration Television Sets under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for registration of Television Sets product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Television Sets must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy (DOE-RTL). This requirement is applicable to 		<p>Testing laboratories:</p> <ol style="list-style-type: none"> a. Company-owned or third-party laboratories that are ISO 17025-accredited. 	

<p>both company-owned and third-party laboratories.</p> <p><i>(The validity of Test Report for Television Sets shall be one (1) year from the date of issuance)</i></p>	<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p> <p>3. Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Television Sets) for the ECP.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>	
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>	<p>Department of Energy (template form available at the PELP System during Product Registration)</p>
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>	<p>Applicant</p>
<p>6. Duly accomplished Product Registration Online Form</p>	
<p>7. Payment-related Documents</p> <ol style="list-style-type: none"> a. Order of Payment b. Payment Confirmation c. Official Receipt 	<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (https://www.pelp.doe.gov.ph)</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p><i>DOE-EPRED PELP Evaluator I</i></p> <p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)</p>	PhP 300.00 per product model	N/A	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted</p>	N/A	Six (6) Working Days	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p>(https://www.pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i> <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>documents (based on the PELP Implementing Guidelines for Television Sets) and informs the applicant on the results of the evaluation through an email notification.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant of the</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	approval of their product registration application through email.			
4. The Applicant receives the email notification for the approval of their Product Registration application.	N/A	N/A	N/A	N/A
Total Number of Days	7 working days			



Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for registration of Lighting Products product models under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Lighting Products must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Citizen, Government-2-Business		
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certified true copy of a valid test report provided by a testing facility accredited under ISO 17025 or in the process of seeking accreditation, or from a testing laboratory recognized by the Department of Energy (DOE-RTL). This requirement is applicable		Testing laboratories: <ol style="list-style-type: none"> a. Company-owned or third-party laboratories that are ISO 17025-accredited. 	

<p>to both company-owned and third-party laboratories.</p> <p><i>(The validity of Test Report for Lighting Products shall be two (2) years from the date of issuance)</i></p>	<p>b. Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) accredited laboratories.</p>
<p>2. Certificate of ISO 17025 Accreditation or Certificate of Ongoing Application for Accreditation of the Laboratory that provided the submitted Test Report</p> <p>The Company must mark the certificate as “Certified True Copy”</p> <p>3. Scope of Accreditation of the Testing Laboratory that provided the submitted Test Report, covering the specific test standards applicable (as stated in the Implementing Guidelines for Lighting Products) for the ECP.</p> <p>The Company must mark the Scope of Accreditation as “Certified True Copy”</p> <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>	
<p>4. Company’s Certified True Copy of the Appendix E: Declaration of Generic Models</p>	<p>Department of Energy (template form available at the PELP System during Product Registration)</p>
<p>5. Product Specifications (with photos)</p> <p><i>Note: Maximum size for uploading of images per field is 5MB.</i></p>	<p>Applicant</p>
<p>6. Duly accomplished Product Registration Online Form</p>	
<p>7. Payment-related Documents</p> <ul style="list-style-type: none"> a. Order of Payment b. Payment Confirmation c. Official Receipt 	<p>DOE</p> <p>Bank or Online Payment Facility</p> <p>Department of Energy – Treasury Division (DOE-TD)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (https://www.pelp.doe.gov.ph)</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p><i>DOE-EPRED PELP Evaluator I</i></p> <p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)</p>	PhP 300.00 per product model	N/A	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Product Registration Form (online) through the PELP System (https://www.pelp.doe.gov.ph) and uploads</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents (based on the</p>	None	Six (6) Working Days	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p>the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i> <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>PELP Implementing Guidelines for Lighting Products) and informs the applicant on the results of the evaluation through an email notification.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document and/or data.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the product model in the PELP Product Registry.</p> <p>DOE-EPRED shall inform the applicant of the approval of their product</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator II</i></p>

	registration application through email.			
4. The Applicant receives the email notification for the approval of their Product Registration application.	N/A	N/A	N/A	N/A
Total Number of Days	7 working days			



Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for Energy Label Issuance under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request for an issuance of Energy Label through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple Transaction	
Type of Transaction:	Government-2-Citizen, Government-2-Business	
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request for an issuance of Energy Label through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Energy Label Issuance Online Form		Department of Energy (template form available at the PELP System: https://www.pelp.doe.gov.ph)
2. Payment-related Documents <ul style="list-style-type: none"> a. Order of Payment b. Payment Confirmation 		DOE Bank or Online Payment Facility

c. Official Receipt <i>Note: Maximum size for uploading of documents per field is 10 MB.</i>		Department of Energy – Treasury Division (DOE-TD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. (https://www.pelp.doe.gov.ph) In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.	1.1 The DOE issues the Order of Payment to the Applicant through e-mail. For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.	N/A	N/A	<i>DOE-EPRED PELP Evaluator I</i> <i>DOE-AD</i> <i>DOE-TD</i>
2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.	2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)	PhP 300.00 per product model	N/A	<i>DOE-TD</i> <i>DOE-EPRED PELP Evaluator I</i>
<i>Application Process</i>				
3. The applicant fills out the Energy Label Issuance Online Form through the PELP System	3.1 DOE-EPRED evaluates the completeness and correctness of the submitted	N/A	Two (2) Working Days	<i>DOE-EPRED PELP Evaluator II</i>

<p>(https://www.pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i> <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>documents and informs the applicant on the results of the evaluation through an email notification.</p> <p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall issue the Energy Label through the PELP System and will notify the applicant on the availability of the Energy Label through email.</p>	N/A	One (1) Working Day	DOE-EPRED PELP Evaluator III
<p>4. The Applicant receives the email notification for the issuance of their Energy Label.</p> <p>The applicant shall download, print, and</p>	N/A	N/A	N/A	N/A

attach the Energy Label to the prescribed location, as stated in the PELP Implementing Guidelines.				
Total Number of Days		3 Working days		



Issuance of Energy Label Equivalent or Certificate of Exemption (COE) for Product Registered under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for Energy Label Equivalent or Certificate of Exemption (COE) under the Philippine Energy Labeling Program. All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request an Energy Label Equivalent or COE through the PELP System for products that is for depletion in the market, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Simple Transaction
Type of Transaction:	Government-2-Citizen, Government-2-Business
Who may avail:	<p>All Importers, Manufacturers and Distributors of Energy-Consuming Products (ECPs) may request an issuance of through the PELP System.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Energy Label Equivalent or COE Online Form	Department of Energy (template form available at the PELP System: https://www.pelp.doe.gov.ph)
2. Payment-related Documents <ul style="list-style-type: none"> a. Order of Payment b. Payment Confirmation c. Official Receipt <p><i>Note: Maximum size for uploading of documents per field is 10 MB.</i></p>	DOE Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pre-application Process</i>				
<p>1. The Applicant requests for an Order of Payment (OoP) for Product Registration (online) through the PELP System Payment Module. https://www.pelp.doe.gov.ph</p> <p>In case the PELP System is not available, the Applicant shall request the Order of Payment at the DOE-Treasury Division (DOE-TD) at the DOE Office.</p>	<p>1.1 The DOE issues the Order of Payment to the Applicant through e-mail.</p> <p>For OoP requests made directly at the DOE-TD, the DOE-TD issues the OoP directly to the Applicant.</p>	N/A	N/A	<p><i>DOE-EPRED PELP Evaluator I</i></p> <p><i>DOE-AD</i></p> <p><i>DOE-TD</i></p>
<p>2. The Applicant pays the registration fee and submits the certified true copy of the payment confirmation through email.</p>	<p>2.1 The DOE issues the Official Receipt (OR) to the applicant through e-mail (for online transaction) or at the DOE Office (for physical transaction)</p>	PhP 300.00 per product model	N/A	<p><i>DOE-TD</i></p> <p><i>DOE-EPRED PELP Evaluator I</i></p>
<i>Application Process</i>				
<p>3. The applicant fills out the Energy Label Equivalent or COE Online Form through the PELP System (https://www.pelp.doe.gov.ph) and uploads the requirements specified in the above Checklist.</p>	<p>3.1 DOE-EPRED evaluates the completeness and correctness of the submitted documents and informs the applicant on the results of the evaluation through an email notification.</p>	N/A	Two (2) Working Days	<p><i>DOE-EPRED PELP Evaluator II</i></p>

<p><i>Note:</i></p> <ul style="list-style-type: none"> <i>In case the PELP System is unavailable, the applicant may submit the accomplished forms and other requirements to DOE-EPRED.</i> <i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i> 	<p>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests for the resubmission of the required document.</p>			
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall issue the Energy Label Equivalent or COE through the PELP System and will notify the applicant on the availability of the Energy Label Equivalent or COE through email.</p>	<p>N/A</p>	<p>One (1) Working Day</p>	<p><i>DOE-EPRED PELP Evaluator III</i></p>
<p>4. The Applicant receives the email notification for the issuance of their Energy Label Equivalent or COE.</p> <p>The applicant shall download, print, and attach the Energy Label Equivalent or COE to the prescribed</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

location, as stated in the PELP Implementing Guidelines.				
Total Number of Days		3 Working days		



Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of the application for recognition of testing laboratory (RTL) under the Philippine Energy Labeling Program. DOE-RTLs will serve as support infrastructures to facilitate energy performance verification testing of energy-consuming products. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Citizen, Government-2-Business	
Who may avail:	<p>Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP) may apply for recognition under the PELP.</p> <p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>Through Department Circular DC2022-03-0005, "Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives".</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Recognition of Testing Laboratory Form		DOE-EPRED, DOE Website
2. Payment-related Documents <ol style="list-style-type: none"> a. Order of Payment b. Payment Confirmation c. Official Receipt 		DOE Bank or Online Payment Facility Department of Energy – Treasury Division (DOE-TD)

<p>3. PELP Forms</p> <ul style="list-style-type: none"> a. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. b. Letter of Authorization of representative c. Location map d. Organizational Chart e. List of personnel and competencies f. List of equipment, manuals of procedures and reference materials 	<p>Department of Energy (template form available in the annexes of Department Circular No. DC2022-03-0005)</p>			
<p>4. Business permit</p>	<p>Local Government Unit</p>			
<p>5. BIR Certificate of Registration</p>	<p>Bureau of Internal Revenue</p>			
<p>6. PAB Accreditation Certificate or proof of ongoing application for PAB accreditation</p>	<p>Department of Trade and Industry – Philippine Accreditation Bureau</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Applicant submits accomplished application form and other requirements specified in the checklist above.</p> <p><i>Note:</i></p> <p><i>Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.</i></p>	<p>1.1 DOE-EPRED acknowledges the receipt of application through email.</p>	<p>N/A</p>	<p>One (1) Working Day</p>	<p><i>DOE-EPRED SRS I/ SRS II</i></p>
	<p>1.2 DOE-EPRED shall determine the completeness of the application documents and informs the applicant of the result of the evaluation through email.</p>		<p>One (1) Working Day</p>	<p><i>DOE-EPRED SRS II / Sr. SRS</i></p>

	<p>If submitted documents are incomplete, the DOE-EPRED requests for the resubmission of the required document and/or data.</p> <p>If the evaluated documents are complete, DOE-EPRED shall inform the applicant to proceed with the payment process.</p>			
2. The Applicant requests for an Order of Payment (OoP) and pays the corresponding amount indicated in the Order of Payment	2.1 The DOE issues the Order of Payment and Official Receipt to the applicant through e-mail.	PhP 20,000.00	N/A	DOE-AD
3. The Applicant submits the OoP and Official Receipt to DOE-EPRED	3.1 DOE-EPRED verifies the payment and schedules the on-site assessment of the testing facility.	N/A	One (1) Working Day	DOE-EPRED SRS I / SRS II
4. Applicant shall confirm the schedule for the on-site assessment to DOE-EPRED.	4.1 DOE-RTL Assessment Team proceeds to the testing facility to conduct on-site inspection.	N/A	Fifteen (15) Working days	DOE-RTL Assessment Team composed of EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts

	<p>4.2 DOE-EPRED shall prepare an Assessment Report.</p> <p>If the applicant failed to meet the requirements/ standards, DOE-EPRED informs the applicant through email of the deficiency or non-conformity for appropriate corrective action.</p> <p>If assessed as compliant, the DOE-EPRED shall recommend the recognition of the testing facility to the EUMB Director.</p>	N/A		<p><i>DOE-RTL Assessment Team composed of EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts</i></p>
	4.3 EUMB Director issues the Certificate of Recognition or disapproves the application based on the findings and recommendation from the DOE-RTL Assessment Team.	N/A	2 Working days	EUMB Director
	4.4 DOE-EPRED notifies the applicant through email of the result of the application.	N/A		<i>DOE-EPRED SRS I / SRS II / Sr. SRS</i>
5. The Applicant receives the email notification for the approval of application and recognition of their testing laboratory.	N/A	N/A	N/A	N/A
Total Number of Days			20 Working days	



ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION (EPMPD)

PROCESSES

1. [Issuance of Certificate for Registered Energy Service Company \(ESCO\)](#)
2. [Issuance of Certificate for Certified Energy Auditor \(CEA\)](#)
3. [Issuance of Certificate for Certified Energy Conservation Officers \(CECO\)](#)
4. [Issuance of Certificate for Certified Energy Manager \(CEM\)](#)
5. [Issuance of Certificate for Certified Energy Service Company \(ESCO\)](#)
6. [Issuance of Certificate for Recognized Trainings Institutions \(RTI\) for Certified Energy Auditors \(CEA\)](#)
7. [Issuance of Certificate for Recognized Trainings Institutions \(RTI\) for Certified Energy Manager \(CEM\)](#)
8. [Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives](#)
9. [Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives](#)
10. [Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship \(FPCS\) as Certified Energy Auditor \(CEA\)](#)



Issuance of Certificate for Registered Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Legal Basis: DC2020-09-0018

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Complex	
Type of Transaction	Government-2-Business	
Who may avail	Energy Service Companies (ESCO) seeking accreditation for professional services to DOE for the first time that meets the minimum of requirements on legal and technical capacity.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) Duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website or through this link https://bit.ly/ESCO_Downloads
	2. One (1) Certified True Copies of the Documents on Corporate Personality	Client/Applicant
	3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration. ii. One (1) copy of Business permits	
	4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permits iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation	
	5. One (1) Duly accomplished Company Profile/Background (Annex B)	Form can be secured from the DOE website or through this link https://bit.ly/ESCO_Downloads
	6. One (1) Duly accomplished Company Ownership/Management which includes list of	

names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C)				
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) copy of the proof of payment for the Processing Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to doe.epmpd@gmail.com	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical or legal evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement		1 Working Day	Staff, EPMPD
				Staff,

	memorandum and certificate of Registered ESCO for consideration of the EUMB Director if the applicant passed the technical and legal elevation			<i>EUMB-OD</i>
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱15,000.00	1 Working Day	<i>Staff, EPMPD Treasury</i>
N/A	4.2 Signing of the Certificate of Registered ESCO	N / A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved certificate of Registered ESCO	5.1 Notify the client on the Issuance of the certificate of Registered ESCO		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
Total number of days:			7 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Certified Energy Auditor (CEA)

Certified Energy Auditor (CEA) are individuals who evaluates energy consumption and review current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings.

Legal Basis: DC2022-03-0008

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)			
Classification	Complex			
Type of Transaction	Government-2-Business			
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0006.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly Accomplished CEA Application Form (Annex B)		Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEA		
2. One (1) Certified True Copy of PRC License (if applicable)		Client/Applicant		
3. One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office				
4. One (1) Certified True Copy of Diploma and/or Transcript of Records				
5. One (1) Copy of proof of payment for the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to certifiedea@doe.gov.ph	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD

N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		<i>Processing time of the application will be placed on-hold</i>	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Energy Auditor for consideration of the EUMB Director if the applicant passed the technical elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱1,000.00	1 Working Day	Staff, EPMPD
N/A	4.2 Signing of the Certificate of Energy Auditor		1 Working Day	Director, EUMB-OD
6. Client to receive the approved Certificate of Energy Auditor	5.1 Notify the client on the Issuance of the certificate of Energy Auditor	N / A	1 Working Day	Staff, EPMPD
7. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	Staff, EPMPD
Total number of days:			7 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Certified Energy Conservation Officers (CECO)

Certified Energy Conservation Officers (CECO) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be responsible for the supervision and maintenance of the facilities of Type 1 Designated Establishments for the proper management of energy consumption.

Legal Basis: DC2022-03-0007

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Complex	
Type of Transaction	Government-2-Business	
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0007.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished CECO Application Form (Annex A)	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM	
2. One (1) Original copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)	Client/Applicant	
3. One (1) Original Endorsement Letter from the head of the Type 1 Designated Establishment with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president		
4. One (1) Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering, and Mathematics (STEM), Transcript of Records and/or Diploma		
5. At least one (1) copy of Seminar/Training Programs attended related to Energy Management or handling of facilities		

6. (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to certifiedeco@doe.gov.ph	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Energy Conservation Officer for consideration of the EUMB Director if the applicant passed the technical elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱1,000.00	1 Working Day	Staff, EPMPD
N/A	4.2 Signing of the Certificate of Energy Conservation Officer	N / A	1 Working Day	Director, EUMB-OD
5. Client to receive the approved Certificate of Energy Conservation Officer	5.1 Notify the client on the Issuance of the certificate of Energy Conservation Officer		1 Working Day	Staff, EPMPD

6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
Total number of days:		7 Working Days		

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Certified Energy Manager (CEM)

Certified Energy Managers (CEM) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be chosen by Type 2 designated establishments to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organizations.

Legal Basis: DC2022-03-0008

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Complex	
Type of Transaction	Government-2-Business	
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0008.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) duly accomplished CEM Application Form (Annex E)	Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM Client/Applicant
	2. One (1) Original Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F)	
	3. One (1) Certified True Copy of license from the Professional Regulatory Commission (if applicable)	
	4. One (1) Certified True Copy of Diploma and Transcript of Records.	
	5. One (1) Original copy of Endorsement Letter from the head of the Type 2 Designated Establishment with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president	
	6. One (1) Original Proof of Copy of Experience duly certified by the human	

resource management head or similar office.				
7. One (1) Copy of Specialized and/or refresher training from Recognized Training Institution (RTI)				
8. One (1) Copy of proof of payment for the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of required documents to https://bit.ly/Apply_CEM</p> <p><i>Note: If the application documents failed the assessment for completeness, applicant shall be given 45 working days to complete the required documents.</i></p>	<p>1.1 EPMPD to assess the completeness of the submitted documents</p>	N / A	N / A	Staff, EPMPD
N / A	<p>1.2 EPMPD to conduct the following steps for accepting and rejecting submitted documents:</p> <ul style="list-style-type: none"> <i>If the applicant is qualified and has complete documents, the evaluator shall proceed with the development of the Technical Evaluation Report (TER).</i> <i>If the applicant is not qualified but has complete documents, the evaluator shall proceed with the development of the TER.</i> <i>If the applicant is qualified but failed the Assessment for</i> 	N / A	N / A	Staff, EPMPD

	<p><i>Completeness, the EPMPD will notify the applicant and be allowed to resubmit documents within 45 working days for further processing of the application. If complied within 45 days, the evaluator shall proceed with the development of the TER but if not complied within 45 days the evaluator shall develop a TER and notify the applicant with the letter of rejection.</i></p> <ul style="list-style-type: none"> <i>If the applicant is not qualified and failed the Assessment for Completeness, the EPMPD will notify the applicant and be allowed to resubmit documents within 45 working days for further processing of the application. If complied within 45 days, the evaluator shall proceed with the development of the TER but if not complied within 45 days the evaluator shall develop a TER and notify the applicant with the letter of rejection.</i> 			
N/A	1.3 EPMPD to conduct technical evaluation on the complete submitted documents	N/A	2 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
N/A	1.4 EPMPD to prepare an endorsement memorandum and Certificate of Energy Manager for consideration of the EUMB Director if the	N/A	1 Working Day	Staff, EPMPD Staff, EUMB-OD

	<p>applicant passed the technical evaluation.</p> <p>1.4.1. If the applicant fails to pass the technical evaluation, the EPMD shall prepare a rejection letter signed by the EUMB Director indicating the reason/s for rejection.</p>			
N/A	1.5 The EPMPD shall issue the billing statement to the accounting division for the issuance of order of payment for successful applicants.	N/A	1 Working Day	Staff, EPMPD
<p>2. The applicant to pay the amount indicated in the order of payment issued by DOE - Financial Services - Accounting Division (DOE-FS-AD) and submit the proof of payment in the prescribed submission platform of the EPMPD.</p> <p><i>Note: Payment should be made in accordance with the prevailing prescribed number of days by the DOE-FS-AD, otherwise, the application will fail.</i></p>	2.1 The EPMPD shall verify the validity of the submitted proof of payment prior to the issuance of the e-certificate of CEM and letter of compliance.	₱1,000.00	1 Working Day	Staff, EPMPD Staff, Treasury Division
N/A	2.2 Approval of the e-Certificate of Energy Manager and letter of compliance	N/A	1 Working Day	Director, EUMB-OD

N/A	2.3 Notify the client on the issuance of the e-certificate of Energy Manager	N/A	1 Working Day	<i>Staff, EPMPD</i>
3. Client to receive the approved Certificate of Energy Manager	3.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
4. Accomplish the Online Client and Satisfaction Survey	N/A	N/A	N/A	N/A
Total number of days:		7 Working Days		



Issuance of Certificate for Certified Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Legal Basis: DC2020-09-0018

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Highly Technical	
Type of Transaction	Government-2-Business	
Who may avail	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance or results-based projects savings experience and with proven customer experiences.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website or through this link https://bit.ly/ESCO_Downloads
	2. One (1) Certified True Copies of the Documents on Corporate Personality	Client/Applicant
	3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration ii. One (1) copy of Business permits	
	4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permits iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation	
	5. One (1) duly accomplished Company Profile/Background (Annex B)	Form can be secured from the DOE website or through this link https://bit.ly/ESCO_Downloads
	6. One (1) copy of Company Ownership/Management which includes list	

of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C)				
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) duly accomplished List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E)		Form can be secured from the DOE website or through this link https://bit.ly/ESCO_Downloads		
9. One (1) copy of Audited financial statement in the last two (2) years		Client/Applicant		
10. One (1) copy of Proof of payment of the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to doe.epmpd@gmail.com	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted documents are complete		7 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD LS FS

3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical, financial, or legal evaluation		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Certified ESCO through the EUMB Director for consideration of the DOE Secretary if the applicant is compliant with the Technical, Legal, and Financial requirements.		10 Working Days	<i>Staff, EPMPD</i> <i>Staff, EUMB-OD</i> <i>Office of the Secretary</i>
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱30,000.00	1 Working Day	<i>Staff, EPMPD</i> <i>Treasury</i>
N/A	4.2 Signing of the Certificate of Registered ESCO		1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved certificate of Registered ESCO	5.1 Notify the client on the Issuance of the certificate of Registered ESCO	N / A	1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
Total number of days:			20 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

“Recognized Training Institutions (RTI)” refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEA.

Legal Basis: DC2022-03-0006

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Highly Technical	
Type of Transaction	Government-2-Business	
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0006.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) Duly Accomplished RTI Application Form (Annex E)	Forms can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEA
	2. One (1) Certified True Copy of Documents on Corporate Personality	Client/Applicant
	3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position	
	4. One (1) Copy of Proof of ownership/lease of an actual training facility/building	
	5. One (1) Original Copy of List of equipment/machineries and other instructional materials, whether owned or leased	
	6. One (1) Certified True Copy of Business Registration	
	7. One (1) Certified True Copy of Business Permits	
	8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)	
	9. One (1) Original Copy of List of trainings provided	

10. One (1) Original Copy of Training Plan for CEA with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to certifiedea@doe.gov.ph	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of RTI for EA for consideration of the EUMB Director if the applicant passed the technical elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD

4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	<i>Staff, EPMPD</i>
N/A	4.2 Signing of the Certificate of RTI for EA	N/A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved Certificate of RTI for EA	5.1 Notify the client on the Issuance of the certificate of RTI for EA		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	<i>Staff, EPMPD</i>
Total number of days:			20 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

“Recognized Training Institutions (RTI)” refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEM.

Legal Basis: DC2022-03-0008

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who may avail	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0008.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) Duly Accomplished RTI Application Form (Annex B)	Forms can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM Client/Applicant
	2. One (1) Certified True Copy of Documents on Corporate Personality	
	3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position	
	4. One (1) Copy of Proof of ownership/lease of an actual training facility/building	
	5. One (1) Original Copy of List of equipment/machineries and other instructional materials, whether owned or leased	
	6. One (1) Certified True Copy of Business Registration	
	7. One (1) Certified True Copy of Business Permits	
	8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)	
	9. One (1) Original Copy of List of trainings provided	

10. One (1) Original Copy of Training Plan for CEM with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to certifiedem@doe.gov.ph	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of RTI for EM for consideration of the EUMB Director if the applicant passed the		1 Working Day	Staff, EPMPD Staff, EUMB-OD

	technical elevation			
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	<i>Staff, EPMPD</i>
N/A	4.2 Signing of the Certificate of RTI for EM	N/A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved Certificate of RTI for EM	5.1 Notify the client on the Issuance of the certificate of RTI for EM		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	<i>Staff, EPMPD</i>
Total number of days:			20 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Legal Basis: DC2021-05-0011

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotions Division (EPMPD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who may Avail	Energy Service Companies / Companies with self-financed Energy Efficiency Projects.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Energy Service Company (ESCO) Initiated Project		
1. One (1) Original Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City		Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)		
3. One (1) Copy of DOE issued Certificate of Registered ESCO or Certified ESCO		Client/Applicant
4. One (1) Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor		
5. One (1) Original Project Profile (Annex C)		Form can be secured from the DOE website
6. One (1) Copy of Project Contract or Energy Saving Performance Guarantee Contract		Client/Applicant
7. One (1) copy of Proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project		Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.

For TPPD/Project SPV	
1. One (1) Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	
3. One (1) Certified True Copy of the Documents on Corporate Personality For sole proprietorship entity, the following documents are required: i. Business registration ii. Business permits For corporate, partnership and joint venture entities, the following documents are required: i. Business registration ii. Business permits iii. SEC registration iv. Articles of incorporation	Client/Applicant
4. One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	
5. One (1) copy of Project Profile (Annex C)	Form can be secured from the DOE website
6. One (1) copy of proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project	Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.
For Self-financed Projects	
1. One (1) original application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to: The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	
3. One (1) Certified True Copy of the Documents on Corporate Personality	

<p>For sole proprietorship entity, the following documents are required:</p> <ul style="list-style-type: none"> i. Business registration ii. Business permits <p>For corporate, partnership and joint venture entities, the following documents are required:</p> <ul style="list-style-type: none"> i. Business registration ii. Business permits iii. SEC registration iv. Articles of incorporation 		Client/Applicant		
4. One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor				
5. One (1) duly accomplished Project Profile (Annex C)		Form can be secured from the DOE website		
6. One (1) copy of Proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project		Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Required Documents to doe.epmpd@gmail.com	1.1. EPMPD to assess the completeness of the submitted documents	N/A	N/A	<i>Staff, EPMPD</i>
2. Submit the needed documents	2.1. EPMPD to notify the client to submit the lacking documents if submission is not complete			<i>Staff, EPMPD</i>
N/A	2.2. Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted		16 Working Days	<i>Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD</i> <i>LS</i> <i>FS</i>

	documents are complete			
3. Make corrective actions	3.1. EPMPD to notify client if the application failed the technical, financial, or legal evaluation		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
N/A	3.2. EPMPD to notify client and prepare the certificate of endorsement to BOI if the application passed the technical, legal, and financial evaluation		1 Working Day	<i>Staff, EPMPD</i> <i>Staff, EUMB-OD</i>
4. Payment for the application fee	4.1. EPMPD to issue order of payment for the application	₱15,000.00 for simple EE projects. ₱25,000.00 for complex EE projects.	1 Working Day	<i>Staff, EPMPD</i> <i>Treasury</i>
N/A	4.2. Signing of the Certificate of Endorsement		1 Working Day	<i>Director, EUMB-OD</i>
N/A	4.3. Transmittal of the Endorsement to BOI	N/A	1 Working Day	<i>Staff, EPMPD</i> <i>EUMB-OD</i>
5. Accomplish the Online Client and Satisfaction Survey	5.1. Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N / A	<i>Staff, EPMPD</i>
Total number of Days		20 Working Days		

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Legal Basis: DC2022-03-0004

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotions Division (EPMPD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who may Avail	Energy Service Companies / Companies with self-financed Energy Efficiency Projects.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1. One (1) original Application letter (Annex F) indicating the intent to avail of BOI incentives, letter should be addressed to:</p> <p style="padding-left: 40px;">The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</p>	Form can be secured from the DOE website
	2. One (1) duly accomplished Application Form (Annex G)	
	3. One (1) duly accomplished technical Documentation (Annex H)	Client/Applicant
	<p>4. Financial Documentation</p> <p><i>For corporations existing for more than two (2) years at the time of filing of application:</i></p> <ul style="list-style-type: none"> • One (1) copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing 	

<ul style="list-style-type: none"> • One (1) copy of Bank Certification to substantiate cash balance as of the latest unaudited FS • One (1) copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project • One (1) copy of latest income tax return filed with the Bureau of Internal Revenue • One (1) copy of List of existing and/or pending applications for projects with the DOE, including the status and cost of work commitment per project per year <p><i>For newly organized corporation existing for less than two (2) years at the time of filing of application:</i></p> <ul style="list-style-type: none"> • One (1) Copy of Audited FS or unaudited FS duly signed by the responsible official • One (1) Copy of Bank Certification to substantiate cash balance as of the latest unaudited FS • One (1) Copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project <p><i>For Parent Company that guarantees for corporation with insufficient working capital:</i></p> <ul style="list-style-type: none"> • One (1) Copy of Parent Company's financial documents per FS and Bank Certificate • One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program <p><i>Applicants' Financial Capability (Refer to Annex A)</i></p>	<p>Client/Applicant</p>
<p>5. Legal Documentation</p> <ul style="list-style-type: none"> • One (1) Business Permit • One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of 	

Registration, Articles of Incorporation and By-Laws <ul style="list-style-type: none"> • One (1) Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application • One (1) Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents • Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction 		Client/Applicant		
6. One (1) copy of the Report on the Project Completion/ Commissioning of the Energy Efficiency Project (Annex D)				
7. One (1) Proof of Payment for New and Expansion Energy Efficiency Project				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Required Documents to DOE-EPMPD	1.1. EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit the needed documents	2.1. EPMPD to notify the client to submit the lacking documents			Staff, EPMPD
N/A	2.2. EPMPD to conduct technical evaluation			16 Working Days
3. Make corrective actions	3.1. EPMPD to notify client if the application failed the technical evaluation	N/A	Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2. EPMPD to notify client			1 Working Day

		and prepare the certificate of endorsement to BOI if the application passed the technical evaluation			<i>Staff, EUMB-OD</i>
4. Payment for the application fee	4.1.	EPMPD to issue order of payment for the application	₱25,000.00	1 Working Day	<i>Staff, EPMPD Treasury</i>
N/A	4.2.	Signing of the Certificate of Endorsement	N/A	1 Working Day	<i>Director, EUMB-OD</i>
N/A	4.3.	Transmittal of the Endorsement to BOI		1 Working Day	<i>Staff, EPMPD EUMB-OD</i>
5. Accomplish the Online Client and Satisfaction Survey	5.1.	Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	<i>Staff, EPMPD</i>
Total number of Days			20 Working Days		

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



Issuance of Certificate for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)

Certified Firm, Partnership, Corporation, and Sole Proprietorship are entities certified by the DOE who has proven credibility and has demonstrated high levels of experience, competence, proficiency, and ethical fitness to conduct an energy audit.

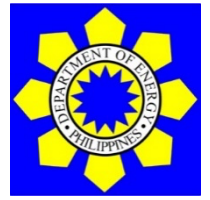
Legal Basis: DC2022-04-0013

Office or Division	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who may avail	Duly certified individuals/entities who satisfy the requirements under the Department Circular 2022-04-0013	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished FPCS Application Form (Form A)		Forms can be secured from the DOE website or through this link: https://bit.ly/DOE_DConFPCS
2. One (1) Copy of Company Profile/Background under Annex B		
3. One (1) Original Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under Annex D		
4. One (1) Original Copy of List of Energy Audit equipment and other similar testing instruments and the date of its calibration under Annex E		
5. One (1) Original Copy of List of Energy Audits undertaken in the last three (3) years under Annex H*		Client/Applicant
6. One (1) Certified True Cope of the Documents on Corporate Personality		
7. One (1) Original Copy of Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure		
8. One (1) Certified True Copy of PRC License of Energy Auditors (if applicable)		

9. One (1) Copy of Bank Certificate to substantiate the cash balance indicated in the Financial Status				
10. One (1) Certified True of Copy of Audited financial statement in the last two (2) years*				
11. One (1) Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI)*				
12. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to fpcs@doe.gov.ph	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical, legal or financial evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD

N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of FPCS as CEA for consideration of the EUMB Director if the applicant passed the technical and legal elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	Staff, EPMPD Treasury
N/A	4.2 Signing of the certificate of FPCS as CEA		1 Working Day	Director, EUMB-OD
5. Client to receive the approved certificate of FPCS as CEA	5.1 Notify the client on the Issuance of the certificate of FPCS as CEA	N / A	1 Working Day	Staff, EPMPD
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	Staff, EPMPD
Total number of days:			20 Working Days	

**Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD)

PROCESSES

1. [Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station \(EVCS\) Participants](#)



Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Stations (EVCS) Participants

Service Information: The DOE through EUMB may certify and endorse to the DTI-8OI any person/entity that intends to engage in any activity related to the development, establishment, and operation of EVCS in the Philippines for the availment of fiscal incentives as provided under EO 226.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Business				
Who may avail:	EVCS participants requesting endorsement to DTI-BOI				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Application letter to DOE-EUMB for BOI Endorsement		Proponent			
2. Attach proof of project sustainability that includes, but not limited to fiscal cost-benefit analysis, project financial statements, company information and business model.		Proponent			
3. DTI registration (one copy, certified true copy)		DTI			
4. Local Business Permit (one copy, certified true copy)		LGU			
5. Environmental Compliance Certificate (one copy, certified true copy)		DENR			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submission of application	1. Receiving, recording and endorsement of request	None	1 Working day	Office of the Director, EUMB	
	2. Screening and endorsement of request to Supervising Science Research Specialist (SRS)		3 Working days		Division Chief, AFETD
	3. Assessment of request and delegation to technical staff				Supervising SRS, AFETD
2. Completion of the incomplete	4. Assessment of completeness of the documents. For				Technical Staff (Senior SRS), AFETD

document/s for resubmission.	incomplete documents, notification to applicant for resubmission.			
3. Preparation of presentation - Provision of data request - Revision of the proof of project sustainability	5. Preparation of Evaluation Report and endorsement letter for Supervisor's review and approval. For further clarification: - Notification to the applicant - Scheduling of presentation for clarification - Request of necessary data/information - Re-assessment and validation of the revised proof of project sustainability		10 Working days	Technical Staff (Senior SRS), AFETD
	6. Report Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, AFETD
	7. Review validation report and recommend for the Director's approval of BOI endorsement		2 Working days	Division Chief, AFETD
	8. Review and approval of BOI endorsement		2 Working days	Director, EUMB
	9. Recording and transmittal of output			Office of the Director, EUMB
	10. Communication feedback to the client			Staff, AFETD
Total Number of days			20 Working days	



ENERGY EFFICIENCY & CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD)

PROCESSES

1. [Energy Audit Services: Preliminary Energy Audit *\(ISO Certified\)*](#)
2. [Processing of Energy Audit Services: Virtual Preliminary Energy Audit](#)
3. [Application Process for Recognized Training Institution Accreditation](#)



Energy Audit Services: Preliminary Energy Audit

Note: *This process is ISO Certified.*

Service Information : Preliminary energy audit services is a basic energy audit that involves minimal interviews with managing clients, brief review of facility data, and walk through energy audit of the facility, all geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government -2-Government			
Who may avail:	<p>*Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Required Document Checklist		DOE EPSMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to provide assistance during EPSMD's conduct of energy audit	1.1 EPSMD conducts the energy audit	N/A	1 working day	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I

	1.2 Review of completeness of the Required documents of GEMP		<i>*Processing will be placed on hold within seven working days</i>	
	1.3 Preparation of the Energy Audit Report		3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	1.4 Review/revision/approval of the energy audit report by the Division Chief		1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director		1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report		1 working day	Staff, EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"			
			7 Working days	



Processing of Energy Audit Services: Virtual Preliminary Energy Audit

Service Information : As a consequence of social distancing due to covid-19, EPSMD shifted to the conduct of virtual preliminary energy audits. The actual method rely heavily on offsite survey, using a question and answer format and analysis of energy use and operations using inputs from the utility meters and consumption reports. The interview is followed by a brief video tour of the facility. The activity is geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government -2-Government			
Who may avail:	<p>*Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Required Document Checklist		DOE EPSMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Participate in the conduct of virtual energy audit orientation	Conduct virtual energy audit orientation to participants from the government entities and LGUs	N/A	<i>Note: This is conducted prior to the virtual energy audit.</i>	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I
1. Client to provide assistance during EPSMD's	1.1 EPSMD conducts the energy audit		1 working day	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I

conduct of virtual energy audit				
	1.2 Review of completeness of the required documents of GEMP		<i>*Processing will be placed on hold within seven working days</i>	
	1.3 Preparation of the energy audit report		3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	1.4 Review/revision/approval of the energy audit report by the Division Chief		1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director		1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report		1 working day	Staff EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"			
			7 working days	



Application Process for Recognized Training Institution Accreditation

Recognized Training Institutions (RTI) refers to recognized entities who complied with the requirements identified by the DOE in the Department Circular No. DC2023-05-0009. RTIs are the only entities eligible to conduct prescribed training for Energy Efficiency and Conservation (EEC) Professionals under the Government Energy Management Program (GEMP).

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government -2- Business			
Who may avail:	Duly certified individual who satisfies the requirements under the Department Circular No. DC2023-05-0009			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished training institution application form		Form can be secured from the DOE website or through this link: https://bit.ly/RTI-Application		
2. One (1) Certified True Copy of Documents on Corporate Personality;		Client/Applicant		
3. One (1) Original Copy of List of Equipment /energy audit instruments and other instructional materials, whether owned or leased;				
4. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable);				
5. One (1) Original Copy of List of Trainings provided;				
6. One (1) Original Copy of Training Plan with corresponding number of days and fees;				
7. One (1) Copy of Proof of Payment of Ten Thousand Pesos (Php 10,000.00) for Application Fee for Recognition				
CLIENT STEPS	AGENCY ACTIONS			
1. Submission of required documents to DOE	1.1 EPSMD to assess the completeness of the submitted documents			Staff, EPSMD
2. Resubmit lacking documents	2.1 EPSMD to notify the client to submit the lacking documents if			Staff, EPSMD

	the submission is incomplete			
	2.2 Evaluation of the documents submitted and site inspection		16 working days	Staff, EPSMD
3. Make corrective action	3.1 EPSMD to notify the client if the application is non-compliant			
4. Payment for the Accreditation Fee	4.1 Preparation of Certificate and Issuance of Order of Payment		2 working days	Staff, EPSMD
	4.2 Approval of the Certificate		1 working day	EUMB Director
5. Accomplish the Client Satisfaction Survey Form	5.1 Issuance of the Certificate		1 working day	
20 Working days				



DEDICATED ELECTRIC VEHICLE OFFICE (DEVO)

PROCESSES

1. [Issuance of Electric Vehicle Charging Station \(EVCS\) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines](#)
2. [Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines](#)
3. [Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines](#)
4. [Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines](#)
5. [Electric Vehicle Charging Stations \(EVCS\) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines](#)
6. [Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines](#)
7. [Electric Vehicle \(EV\) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines](#)



Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business			
Who may avail:	EVCS Providers – Operator requesting DOE accreditation pursuant to EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO

	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
2. Payment of applicable accreditation level fees	2.1 Processing of billing statement	National level (new application): P17,600.00 (renewal): P6,900.00		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00 (renewal): P4,100.00		
		Municipal/City level (new application): P5,000.00 (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			Treasury Division
	2.4 Assessment and evaluation of the application. i. preparation of evaluation report ii. endorsement letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/SRS II), DEVO
	2.5 Report Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	2.6 Review validation report and recommend for the Director's			Division Chief, DEVO

	approval of the Accreditation Certificate			
	2.7 Review and approval of the Accreditation Certificate		2 Working days	Director, EUMB
	2.8 Recording and transmittal of output			Office of the Director, EUMB
	2.9 Communication feedback to the client			Staff, DEVO
Total Number of days			7 Working days	



Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Government			
Who may avail:	EVCS Providers – Service requesting DOE accreditation pursuant to EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of services offered and estimated fees (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO

	the Accreditation Certificate			
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output		2 Working days	Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
Total Number of days			7 Working days	



Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Government			
Who may avail:	EVCS Providers – Supplier requesting DOE accreditation pursuant to EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO

2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
3. Payment of applicable accreditation level fees a. National level b. Regional level c. Municipal/ City level <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	National level (new application): P17,600.00 (renewal): P6,900.00 Regional level (new application): P9,400.00 (renewal): P4,100.00 Municipal/ City level (new application): P5,000.00 (renewal): P2,600.00		Information Technology Management Section (ITMS),
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			Treasury Division
	3.1 Assessment and evaluation of the application. 3.1.1 preparation of respose letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for the Director's approval of the Accreditation Certificate			Division Chief, DEVO
	3.4 Review and approval/disapproval of			Director, EUMB

	the Accreditation Certificate		2 Working days	
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
Total Number of days			7 Working days	



Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Government			
Who may avail:	EVCS Providers – Operator requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid EVCS Provider – Operator Accreditation Certificate		Proponent		
2. Accomplished location map and photos of the EVCS facility/ies to operate (Annex of the Department Circular)		Proponent		
3. Accomplished EVCS specifications form (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

3. Payment of application per establishment <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	New application: P5,400.00 Renewal: P2,900.00		Information Technology Management Section (ITMS),
	2.2 Processing of order of payment			Accounting Division (AD)
	2.3 Verification of payment			Treasury Division
	3.1 Assessment and evaluation of the application. 3.1.1 preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for the Director's approval of the EVCS Registration Certificate			Division Chief, DEVO
	3.4 Review and approval/disapproval of the EVCS Registration Certificate		2 Working days	Director, EUMB
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
Total Number of days			7 Working days	



Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Government			
Who may avail:	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

	1.5 Evaluation, and preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the unbundled EVCS charging fee of the Director			Director, EUMB
3. If rejected, resubmission of application and proposed unbundled fee.	1.9 Recording and transmittal of output			Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
Total Number of days			7 Working days	



Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Business/Government			
Who may avail:	EVCS Providers – Operator who are to adjust/update their charging fees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Adjustments to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
3. Duly accomplished explanation of the charging fees (Annex of the Department Circular)		Proponent		
4. Other document/s supporting the justification for charging fee adjustments		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO

2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (Senior SRS/ SRS II), DEVO
	1.5 Evaluation, preparation of evaluation and endorsement letter for supervisor's review		3 Working days	Technical Staff (Senior SRS), DEVO
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the adjusted/updated unbundled EVCS charging fee of the Director			Director, EUMB
3. If rejected, resubmission of application and proposed unbundled fee.	1.9 Recording and transmittal of output			Office of the Director, EUMB
	1.10 Communication feedback to the client		Staff, DEVO	
Total Number of days			7 Working days	



Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines

Service Information: Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) may recognize other types of electric vehicles (EVs) in considering future advances and innovations in technologies provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Dedicated Electric Vehicle Office (DEVO)			
Classification:	Highly Technical Transactions			
Type of Transaction:	Government-2-Business			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognize as EV			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice to the DOE through EUMB (Annex of the Department Circular)		Proponent		
2. Duly accomplished Specification Form (Annex of the Department Circular)		Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

	1.5 Evaluation and assessment of the application 1.5.1 Review of the specification 1.5.2 Research and validation of the application 1.5.3 Assessment and Recommendations 1.5.4 Response letter/ correspondence		11 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	1.6 Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.		2 Working days	Division Chief, DEVO
	1.8 Approval/Disapproval of the Director		2 Working days	Director, EUMB
3. If disapproved, resubmission of application.	1.9 Recording and transmittal of output		1 Working Day	Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
Total Number of days			20 Working days	