

LEGAL SERVICES



LEGAL SERVICES (LS)

SUMMARY OF PROCESSES

External Services

Upstream Conventional Energy Legal Services

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Endorsement to DOJ for Non-Immigrant Visa Application</u>	10 Calendar Days	Complex

Internal Services

General Legal Services Division

PROCESSES	DURATION	CLASSIFICATION
2. <u>Certificate of No Pending Administrative Case</u>	1 Working Day	Simple



UPSTREAM CONVENTIONAL ENERGY LEGAL SERVICES

PROCESSES

1. Issuance of Endorsement to DOJ for Non-Immigrant Visa Application



Issuance of Endorsement to DOJ for Non-Immigrant Visa Application

Office or Division:	Upstream Conventional Energy Legal Services			
Classification:	Complex Transaction			
Type of Transaction:	Government to Government			
Who May Avail:	Companies in the Upstream Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Provided by the Applicant		
2. Copy of valid Passport				
3. Certificate of Employment				
4. If employed by a company engaged by a subcontractor, endorsement from Service Contractor to apply on his / her behalf				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmittal of Application to Records Management Division	1.1 Receives the Application and referral thereof to the Office of the Director, Energy Resource Development Bureau (ERDB)	None	1 calendar day	<i>Records Officer, RMD</i>
	1.2 Director forwards application to concerned Division (PRDD, CNMD)		1 calendar day	<i>Director, ERDB</i>
	1.3 Staff conducts technical Evaluation, conducts technical evaluation and prepares the recommendation		2 calendar days	<i>Assigned staff of concerned division of ERDB</i>
	1.4 Approves and signs the technical evaluation and forwards ti the concerned LS Division		1 calendar day	<i>Director, ERDB</i>
	1.5 Prepares the Certificate of Endorsement (COE), endorsement to LS OD for approval		2 calendar days	<i>Concerned LS Division</i>

	1.6 Approves and signs the COE; forwards approved COE to Records Management Division		2 calendar days	<i>Director, LS</i>
	1.7 Dry Seal and releases COE to applicant.		1 calendar day	<i>Records Officer, RMD</i>
Total Number of Days		10 calendar days		



Internal Services

GENERAL LEGAL SERVICES DIVISION (GLSD)

PROCESSES

1. Certificate of No Pending Administrative Case



Certificate of No Pending Administrative Case

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple Transaction			
Type of Transaction:	Internal/Within DOE			
Who May Avail:	DOE Employees and Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Travel Order, or			Appropriate authority	
2. Office Clearance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of travel order or office clearance, as the case may be	1.1 The GLSD shall draft the Certificate of No Pending Case upon requestee's submission of requirements.	None	1 day	<i>GLSD staff</i>
2. Signing of the Certificate	1.2 The draft No Pending Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of her absence.			<i>Chief, GLSD</i>
Total Number of Days			1 day	