

MINDANAO FIELD OFFICE (MFO)



MINDANAO FIELD OFFICE (MFO)

SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Certification for Hauler (Retail Outlet-Own Use)</u>	7 days	Complex Transaction
2. <u>Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations</u>	20 days	Highly Technical Transaction
3. <u>*Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) (ISO Certified)</u>	20 days	Highly Technical Transaction
4. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller</u>	20 days	Highly Technical Transaction
5. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer</u>	20 days	Highly Technical Transaction
6. <u>Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station</u>	20 days	Highly Technical Transaction
7. <u>Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge</u>	20 days	Highly Technical Transaction
8. <u>Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer</u>	20 days	Highly Technical Transaction

9. <u>Issuance of License To Operate (LTO) for Centralized LPG Piping System</u>	20 days	Highly Technical Transaction
10. <u>Issuance of Certification of Registration – LPG Bulk Consumer</u>	7 days	Complex Transaction

Energy Resource Development and Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
11. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders - New and Renewal</u>	20 days	Highly Technical Transaction
12. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent - New and Renewal</u>	20 days	Highly Technical Transaction
13. <u>Issuance of Certificate of Coal End-User Registration (CEUR)-New</u>	20 days	Highly Technical Transaction
14. <u>Issuance of Certificate of Coal End-User Registration (CEUR) – Renewal</u>	20 days	Highly Technical Transaction
15. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) - New</u>	20 days	Highly Technical Transaction
16. <u>Issuance of Certificate of Coal Trader Accreditation - Renewal (CTAR)</u>	20 days	Highly Technical Transaction
17. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics – New</u>	20 days	Highly Technical Transaction
18. <u>Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics</u>	20 days	Highly Technical Transaction
19. <u>Issuance of Safety Engineer’s (SE) and Safety Inspector’s (SI) Permit – New and Renewal</u>	7	Complex Transaction

MINDANAO FIELD OFFICE (MFO)

Internal Services

PROCESSES	DURATION	CLASSIFICATION
20. <u>Issuance of Legal Opinion</u>	1 working day	Simple Transaction
21. <u>Legal Clearance (Certificate of No Violations)</u>	1 working day	Simple Transaction
22. <u>Mailing Postal Services</u>	1 working day	Simple Transaction
23. <u>Processing of Petty Cash</u>	1 working day	Simple Transaction
24. <u>Processing of Transportation and Logistics</u>	1 working day	Simple Transaction
25. <u>Receiving and Endorsing Outgoing Documents</u>	1 working day	Simple Transaction
26. <u>Strategic Performance Management System–OPCR/DPCR/ IPCR</u>	2 working days	Simple Transaction
27. <u>Collection of Fees and Charges</u>	2 working days	Simple Transaction
28. <u>Processing of Procurement Through PS-DBM</u>	2 working days	Simple Transaction
29. <u>Processing of Procurement Through Alternative Method of Procurement</u>	2 working days	Simple Transaction
30. <u>Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment</u>	2 working days	Simple Transaction
31. <u>Liquidation of Cash Advance Local and Foreign Travel (with or without refund)</u>	3 working days	Simple Transaction
32. <u>Processing and Filing OF SALN</u>	3 working days	Simple Transaction

33. <u>Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities</u>	5 working days	Complex Transaction
34. <u>Processing for the Disposal of Unserviceable Properties Thru Sale</u>	5 working days	Complex Transaction
35. <u>End-User Evaluation of Job Applicants</u>	7 working days	Complex Transaction
36. <u>Processing of Issuance of Check (DV) Related to Local and Foreign Travels</u>	7 working days	Complex Transaction
37. <u>Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others</u>	7 working days	Complex Transaction
38. <u>Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players</u> a. <u>If there is no violation</u> b. <u>If both EIMD Chief SRS and MFO Director have no comments</u> c. <u>If either EIMD Chief SRS and MFO Director have no comments</u> d. <u>If both EIMD Chief SRS and MFO Director have no comments</u>	14 working days 15 working days 16 working days 14 working days	Highly Technical Transaction



ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

1. Issuance of Certification for Hauler (Retail Outlet-Own Use)
2. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operations
3. *Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) (ISO Certified)
4. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller
5. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer
6. Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station
7. Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge
8. Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer
9. Issuance of License To Operate (LTO) for Centralized LPG Piping System
10. Issuance of Certification of Registration – LPG Bulk Consumer



Issuance of Certification for Hauler (Retail Outlet-Own Use)

Issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet- Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.2 Location and complete address of the Retail Outlet; and	
1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
Supporting Documents (Certified True Copies)	
1. LTO OR/CR of Tank Truck/s	LTO
2. DOST Calibration Certificate for the Tank Truck/s	DOST
3. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit	BFP
4. COC of Retail Outlet/s	Provided by applicant
5. Payment of fee	Provided by applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized	

Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company	
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CLIENT STEPS	AGENCY ACTIONS	FEESTO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD via mail or Walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If non-compliant, return to client	None		<i>Officer of the day, EIMD</i>
	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of Certification for Hauler 2.3 If with pending case, Inform applicant to pay the penalties and settle the case	<u>Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions</u>		<i>Staff, EIMD</i>
	2.4 Issuance of legal clearance and order of payment for Fees	None		<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1. Processing of payment and issuance of Official Receipt	Certification for Hauler - Php 1,050.00		<i>Collecting Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging 4.4 Processing of application and preparation of Certification for Hauler		1 Working Day 4 Working Days	<i>Assigned Staff / SRS, EIMD Assigned Staff / SRS, EIMD</i>

	and cover letter	None	2 Working Days	
	4.6 Review of the action on the evaluated application			<i>Supv. SRS, EIMD</i>
	4.7 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.8 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved Certification for Hauler	5.1 Release of Certification for Hauler to client	None		<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			7 Working Days	



Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may Avail	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. OIMB/FO duly acknowledged format letter- request containing the following information: (1 copy)	<p>Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph</p>
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.2 Location and complete address of the Retail Outlet; and	
1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)	Provided by applicant
3. Valid Membership Agreement of the fleet (1 copy)	Provided by applicant
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	DOE - OIMB-registered distributor/ supplier
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles	LGU

6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:	Provided by applicant
6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
10. Latest photographs (in 5R size) showing: 10.1 Full/front, right, and left side views of the retail outlet 10.2 Required stickers/labels for RON, E10 and B2, among others 10.3 Safety and informational signs	Provided by applicant
11. DOE Clearance of No Pending Case (1 copy)	MFO Legal Officer / Chief SRS, EIMD
12. Payment of Fee	Provided by applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	

2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging 1.2 If incomplete, return to client	None		<i>Officer of the day, EIMD</i> <i>Online Evaluator, EIMD</i>
	2.1 Checking of database if establishment has record of pending case 2.2 If no pending case, note continue processing of CNC 2.3 If with pending case, Inform applicant to pay the penalties and settle the case	<u>Admin fine (if applicable) – Refer to attached Rule IV of DC 2017-11-0011 Prohibited Acts, Administrative Fines and Sanctions</u>		<i>Staff, EIMD</i>
	2.4 Issuance of legal order and order of payment for fees	None		<i>Staff, EIMD</i> <i>Chief SRS, EIMD</i>
2. Payment of Applicable Fees	3.1. Processing of payment and issuance of Official Receipt	1. Issuance of Certification (CNC) -Php. 3,100.00		<i>Collecting Officer, MFO</i>

	4.1 Official acceptance of application, MFO suite database long	None	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of CNC and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supv. SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved CNC	5.1 Release of CNC to client	None		<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

Note: *This process is ISO Certified.*

DOE-MFO EIMD issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels within Mindanao Regions pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	MFO - Energy Industry Management Division (EIMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
Supporting Documents for 1st Issuance		
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)		OIMB-registered distributor/ supplier

4.	Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)	Engineering Procurement Construction Contractor
5.	List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
6.	Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
7.	Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)	
8.	Latest photographs (in 5R size) showing:	Provided by Applicant
8.1	Full/front, right, and left side views of the retail outlet	
8.2	Required stickers/labels for RON, E10 and B2, among others	
8.3	Price display board	
8.4	Safety and informational signs	
8.5	Air/water facility	
8.6	No unleaded markings	
8.7	Valid calibrating bucket	
9.	DOE LTO/COC Clearance of No Pending Case (1 copy)	Legal Services
10.	Payment of fee	Provided by Applicant
Supporting Documents for Renewal		
1.	Filled-out and notarized Application Form (1copy)	Provided by Applicant
2.	Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)	Provided by Applicant
3.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier

4.	Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure)	Provided by Applicant			
5.	DOE LTO/COC Clearance of No Pending Case (1 copy)	Legal Services			
6.	Reportorial Requirements (Under oath; submitted every 30 th day of January) - Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant			
7.	Photocopy of previous COC	Provided by Applicant			
8.	Payment of Fee				
Notes:					
1.	Original copy of the above documents shall be presented to MFO-EIMD for authentication purposes				
2.	If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS		AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Filing of application to MFO / EIMD (Walk-in or Online-Official Email)	1.1 Review of completeness of documents against checklist of requirement. Document Tracking/Logging	N / A		Assigned Staff/ SRA, EIMD
		1.1.1 If complete, provide DOE LTO/COC Clearance of No Pending Case to be filed on Legal Services			

	1.1.2 If incomplete, return to client.			
2. Filing of DOE LTO/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case	Admin fine (if applicable)		Chief SRS, EIMD Director, MFO Legal Officer, MFO
	2.2.1 If no pending case, note continue processing of COC			
	2.2.2 If with pending case, note hold in abeyance processing of COC			
3. Filing of application	3.1 Issuance of order of payment for fees (treasury) and order of submission (Records Management Division)	N / A		Staff, EIMD
4. Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	1. New Application: PhP 3100.00		Collecting Officer, MFO
		2. COC Renewal Fee PhP3000.00		
5. Submission of application	5.1 Receipt of application and assignment to respective division	N / A	1 Working Day	Admin. Staff, MFO

	5.2 Receipt of application and assignment to respective section/ personnel			<i>SRS, EIMD</i>
	5.3 Encoding of payment to database			
	5.4 Processing of application and preparation of COC		10 Working Days	<i>SRS, EIMD</i>
	5.5 Encoding of the COC			
	5.6 Review of the application for endorsement to Director		9 Working Days	<i>Chief SRS, EIMD</i>
	5.7 For Director's approval of the application			<i>Director, MFO</i>

6. Receipt of approved COC	6.1 Release of COC to client			<i>SRS, EIMD</i>
	6.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working Days	



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Energy Industry Management Division (EIMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to engage in the business of Refilling of LPG	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application Form (New/ Renewal)	Officer of the Day/Processors/email eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized LTO application form – Annex E	Provided by Applicant	
1.2 Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer	Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)	Provided by Applicant	
2.1 Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer	Provided by Applicant	
2.2 LTO of Refiller	Provided by Applicant	
2.3 LTO of third-party Trademark owner or Marketer;	Provided by Applicant	
2.4 DOE registration certificate - Trademark or tradename	Provided by Applicant	
2.5 DOE registration certificate - LPG Seal	Provided by Applicant	
2.6 Checklist of requirements - Annex E-1	Provided by Applicant	
2.7 Company profile form – Annex E-2	Provided by Applicant	
2.8 Refilling plant profile form – Annex E-3	Provided by Applicant	
2.9 List of transport motor vehicle per total company basis with supporting	Provided by Applicant	

documents - Annex E-4	
2.10 Executive briefer of operation	Provided by Applicant
2.11 Scaled layout plan of the establishment	Provided by Applicant
2.12 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.15 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.16 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.17 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.18 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	DOST - provided by applicant
2.20 Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP) – provided by applicant
2.21 Occupancy permit per establishment from the Local Government Unit;	LGU - provided by applicant
2.22 Permit to operate unfired pressure vessel per tank for LPG business from	DOLE - provided by applicant

the Department of Labor and Employment (DOLE);				
2.23 Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	DENR - provided by applicant			
2.24 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	DOE recognized training organization - provided by applicant			
2.26 Latest digital photographs (5R Size with date/time stamp) showing the following: <ul style="list-style-type: none"> - Full and front and back views of the establishment; - Weighing scale device/s - LPG cylinders - Safety and informational signs - Display board showing the Facility registered business name and address. 	provided by applicant			
2.27 Fire prevention and response manual for motor vehicle	provided by applicant			
2.28 LPG spill prevention and response manual;	provided by applicant			
2.29 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant			
2.30 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant			
2.31 Proof of payment of application fee	provided by applicant			
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements.. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>

	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Refiller has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		Staff, EIMD
	2.2 If no pending case, note continue processing of LTO for LPG Refiller			
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			Staff, EIMD Chief SRS, EIMD
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		Collection Officer, MFO
	4.1 Official acceptance of application, MFO suite database logging	PhP1,000.00/ Certificate	1 Working day	SRS, EIMD
	6.1 Thorough assessment of application			
	6.2 Preparation of Evaluation, LTO Certificate and Cover Letter			
	4.2 Processing of application and preparation of LTO		10 Working days	SRS, EIMD

	for LPG Refiller and cover letter			
	7.2 Endorsement of LTO application for Director's approval			<i>Chief SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO for LPG Refiller	5.1 Release of LTO for LPG Refiller to client			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working Days	



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)
Classification	Complex Transaction
Type of Transaction	Government-2-Business
Who May Avail	Entities intending to engage in the business of distribution of LPG
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (New/ Renewal)	Officer of the Day/Processors/ email: eimd.doedavao@doe.gov.ph
1.1 Notarized LTO application form – Annex F	Provided by Applicant
1.2 Notarized application for Registration form – Authority to Sell a Trademark or Tradename - Annex 4	Provided by Applicant
2. Supporting Documents (New application/Expired LTO)	
2.1 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer	Provided by Applicant
2.2 LTO of Trademark owner or Marketer	Provided by Applicant
2.3 DOE registration certificate - Trademark or tradename	Provided by Applicant
2.4 DOE registration certificate – LPG Seal	Provided by Applicant
2.5 Checklist of requirements - Annex F-1	Provided by Applicant
2.6 Company profile form – Annex F-2	Provided by Applicant
2.7 Outlet profile form - Annex F-3	Provided by Applicant
2.8 List of transport motor vehicle on per total company basis with supporting documents - Annex F-4	Provided by Applicant

2.9 Executive briefer of operation	Provided by Applicant
2.10 Scaled layout plan of the establishment	Provided by Applicant
2.11 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.12 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.15 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.16 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.17 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.18 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.20 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.21 Latest digital photographs (5R Size with date/time stamp) showing the following: a. Full and front and back views of the establishment; b. Price display board; c. Measuring device/s;	provided by applicant

d. LPG cylinders; and e. Safety and informational signs; and f. Display board showing the Facility registered business name and address.	
2.22 Fire prevention and response manual	provided by applicant
2.23 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.24 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.25 Proof of payment of application fee	provided by applicant
* Original copy of the above documents must be presented for authentication purposes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Dealer has record of pending case			<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Dealer	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		
	2.3 If with pending			

	case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/ Certificate	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of Registration and LTO for LPG Dealer and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved	5.1 Release of Registration and			<i>SRS, EIMD</i>

Registration and LTO for LPG Dealer	LTO for LPG Dealer to client			
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days		20 Working Days		



Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Notarized application form – Annex H		Provided by Applicant
2. Supporting Documents (New application/Expired LTO)		
2.1 Checklist of requirements - Annex H-1		Provided by Applicant
2.2 Company profile form – Annex H-2		Provided by Applicant
2.3 Establishment profile form - Annex H-3		Provided by Applicant
2.4 List of motor vehicle per total company basis with supporting documents - Annex H-4;		Provided by Applicant
2.5 Executive briefer of operation		Provided by Applicant
2.6 Scaled layout plan of the establishment		Provided by Applicant
2.7 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.8 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)

2.9 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	DOST - provided by applicant
2.15 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.16 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.17 Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	DENR - provided by applicant
2.18 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.19 Latest digital photographs (5R Size with date/time stamp) showing the following: - Full and front and back views of the establishment; - Price display board; - Safety and informational signs; and - Display board showing the Facility registered business name and address.	provided by applicant
2.20 Fire prevention and response manual	provided by applicant
2.21 LPG spill prevention and response manual;	provided by applicant
2.22 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant

2.23 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant			
2.24 Proof of payment of application fee	provided by applicant			
* Original copy of the above documents must be presented for authentication Purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements.. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Auto LPG Dispensing Station has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of LTO for Auto LPG Dispensing Station			
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees		<i>Staff, EIMD Chief SRS, EIMD</i>	
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>

	4.1 Official acceptance of application, MFO suite database logging		1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of LTO for Auto LPG Dispensing Station and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO for Auto LPG Dispensing Station	5.1 Release of LTO for Auto LPG Dispensing Station to client			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working Days	



Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in cylinders and/or cartridges from one place to another	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form (New/Renewal)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Filled-out and notarized application form		Provided by Applicant
2. Supporting Documents (New application/Expired LTO)		
2.1 Checklist of requirements - Annex C-1		Provided by Applicant
2.2 Company profile form – Annex C-2		Provided by Applicant
2.3 List of motor vehicle per company or establishment basis with supporting documents - Annex C- 3		Provided by Applicant
2.4 List of marine vessel per company or establishment basis with supporting document - Annex C-4		Provided by Applicant
2.5 Executive briefer of operation		Provided by Applicant
2.6 Scaled layout plan of the establishment		Provided by Applicant
2.7 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)

2.8 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.9 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel.	MARINA - provided by applicant
2.15 Fire prevention and response manual for motor vehicle	provided by applicant
2.16 Fire prevention and response manual for marine vessel;	provided by applicant
2.14 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	DOE recognized training organization - provided by applicant
2.19 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.20 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.21 Proof of payment of application fee	provided by applicant
* Original copy of the above documents must be presented for authentication purposes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Independent Hauler of LPG in Cylinder and/or Cartridge has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge			
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official		1 Day	<i>SRS, EIMD</i>

	acceptance of application, MFO suite database logging	PhP 1,000.00 / Certificate		
	4.2 Processing of application and preparation of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge and cover letter		10 days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO for Independent Hauler of LPG in Cylinder and/or Cartridge	5.1 Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping		<i>SRS, EIMD</i>	
Total Number of Days			20 Working Days	



Issuance of Registration and License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)		
Classification	Complex Transaction		
Type of Transaction	Government-2-Business		
Who May Avail	Entities intending to engage in the business of selling/retailing of LPG directly to a consumer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph	
1.1 Filled-out and notarized LTO application form – Annex G		Provided by Applicant	
1.2 Filled-out and notarized application for Registration form – Annex 4		Provided by Applicant	
2. Supporting Documents (New application/Expired LTO)			
2.1 Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer;		Provided by Applicant	
2.2 LTO of Dealer		Provided by Applicant	
2.3 LTO of Trademark owner or Marketer		Provided by Applicant	
2.4 DOE registration certificate - Trademark or tradename;		Provided by Applicant	
2.5 DOE registration certificate – LPG Seal		Provided by Applicant	
2.6 Checklist of requirements - Annex G-1		Provided by Applicant	
2.7 Company profile form – Annex G-2		Provided by Applicant	
2.8 Outlet profile form - Annex G-3		Provided by Applicant	
2.9 List of transport motor vehicle on per total company basis with supporting documents - Annex G-4		Provided by Applicant	

2.10 Executive briefer of operation	Provided by Applicant
2.11 Scaled layout plan of the establishment	Provided by Applicant
2.12 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.13 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.14 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.15 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.16 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.17 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.18 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.19 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.20 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.21 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.22 Latest digital photographs (5R Size with date/time stamp) showing the following: a. Full and front and back views of the establishment;	provided by applicant

b. Price display board; c. Measuring device/s; d. LPG cylinders; and e. Safety and informational signs; and f. Display board showing the Facility registered business name and address.				
2.23 Fire prevention and response manual		provided by applicant		
2.24 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity		DOE - provided by applicant		
2.25 Notarized company secretary's certificate for authorized representative and signatory		provided by applicant		
2.26 Proof of payment of application fee		provided by applicant		
* Original copy of the above documents must be presented for authentication purposes				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Retailer has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of Registration and LTO for LPG Retailer			
	2.3 If with pending case, inform applicant to pay the			

	penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	LTO Issuance– Php 3,500.00		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	Php 1,000.00/ Certificate	1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director’s approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved Registration and	5.1 Release of Registration and LTO for LPG			<i>SRS, EIMD</i>

LTO for LPG Retailer	Retailer to client		
	5.2 File copy of the application and action for safekeeping		<i>SRS, EIMD</i>
Total Number of Days		20 Working Days	



Issuance of License To Operate (LTO) for Centralized LPG Piping System

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	Energy Industry Management Division (EIMD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities intending to engage in the business of distribution of LPG through Centralized Piping System	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form (New/ Renewal)		Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
1.1 Notarized application form – Annex I		Provided by Applicant
2. Supporting Documents (New application/Expired LTO)		
2.1 Checklist of requirements - Annex I-1		Provided by Applicant
2.2 Company profile form – Annex I-2		Provided by Applicant
2.3 Establishment profile form - Annex I-3		Provided by Applicant
2.4 Certification of the list of motor vehicle per company basis with supporting documents		Provided by Applicant
2.5 Executive briefer of operation		Provided by Applicant
2.6 Scaled layout plan of the establishment		Provided by Applicant
2.7 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.8 Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered		Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)

2.9 Latest GIS if SEC registered or its equivalent if DTI or CDA registered	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) or CDA (Cooperative Development Authority – provided by applicant)
2.10 Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	LGUs for every municipality- provided by applicant
2.11 Bureau of Internal Revenue registration for the applied business activity	BIR- provided by applicant
2.12 Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	LTO – provided by applicant
2.13 Conveyance Permit per motor vehicle from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.14 Calibration certificate per bulk motor vehicle (lorry tank) from DOST	DOST - provided by applicant
2.15 Fire safety inspection certificate per establishment from the Bureau of Fire Protection	Bureau of Fire Protection (BFP) – provided by applicant
2.16 Occupancy permit per establishment from the Local Government Unit	LGUs for every municipality- provided by applicant
2.17 Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	DENR - provided by applicant
2.18 Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);	DOLE - provided by applicant
2.19 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	DOE recognized training organization - provided by applicant
2.20 Latest digital photographs (5R Size with date/time stamp) showing the following: a. Full and front and back views of the establishment; b. Safety and informational signs; and f. Display board showing the Facility registered business name and address.	provided by applicant
2.21 Fire prevention and response manual	provided by applicant
2.22 LPG spill prevention and response manual;	provided by applicant

2.23 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity	DOE - provided by applicant
2.24 Notarized company secretary's certificate for authorized representative and signatory	provided by applicant
2.25 Proof of payment of application fee	provided by applicant

*** Original copy of the above documents must be presented for authentication purposes**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if Centralized LPG Piping System has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of LTO Centralized LPG Piping System			
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of	3.1 Processing of	LTO		<i>Collection Officer,</i>

Fees	payment and issuance of Official Receipt	Issuance– Php 3,500.00		MFO
	4.1 Official acceptance of application, MFO suite database logging		1 Working day	<i>SRS, EIMD</i>
	4.2 Processing of application and preparation of LTO Centralized LPG Piping System and cover letter		10 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		9 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director’s approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved LTO Centralized LPG Piping System	5.1 Release of LTO Centralized LPG Piping System			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			20 Working Days	



Issuance of Certification for Registration - LPG Bulk Consumer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division	MFO - Energy Industry Management Division (EIMD)
Classification	Complex Transaction
Type of Transaction	Government-2-Business
Who may Avail	Entities intending to engage as bulk-consumer of LPG
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out and notarized application form complete with the following information: (1 copy)	Officer of the Day/Processors/ email eimd.doedavao@doe.gov.ph
Supporting Documentary Requirements	
1. Company profile	Provided by applicant
2. Executive briefer on the operation of the Bulk Consumer	Provided by applicant
3. Site and facility layout plan with sufficient description and legends	Provided by applicant
4. List of reference standards/codes used in the LPG facility	Provided by applicant
5. Notarized company secretary's certificate of the authorized representative of the applicant	Provided by applicant
6. Payment of fee	Provided by applicant
Notes:	
1. Original copy of the above documents shall be presented to MFO-EIMD for authentication	
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact	

with DOE on behalf of the corporation/company

*** Original copy of the above documents must be presented for authentication purposes**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application via mail or walk-in	1.1 Review of completeness of documents against checklist of requirements. Document Tracking/ Logging			<i>Officer of the day, EIMD</i>
	1.2 If non-compliant, return to client			
	2.1 Checking of database if LPG Bulk Consumer has record of pending case	Admin fine (if applicable) – Refer to attached Prohibited Acts in RA 11592		<i>Staff, EIMD</i>
	2.2 If no pending case, note continue processing of Registration - LPG Bulk Consumer			
	2.3 If with pending case, inform applicant to pay the penalties and settle the case			
	2.4 Issuance of legal clearance and order of payment for Fees			<i>Staff, EIMD Chief SRS, EIMD</i>
2. Payment of Fees	3.1 Processing of payment and issuance of Official Receipt	Registration Certificate		<i>Collection Officer, MFO</i>
	4.1 Official acceptance of application, MFO suite database logging	PhP 1,000.00/	1 Working day	<i>SRS, EIMD</i>

	4.2 Processing of application and preparation of Registration - LPG Bulk Consumer and cover letter		4 Working days	<i>SRS, EIMD</i>
	4.3 Review of the action on the evaluated application		2 Working days	<i>Supervising SRS, EIMD</i>
	4.4 Review and endorsement of application for Director's approval			<i>Chief SRS, EIMD</i>
	4.5 Review and approval of endorsed application			<i>Director, MFO</i>
3. Receipt of approved Registration Certificate-LPG Bulk Consumer	5.1 Release of Registration Certificate-LPG Bulk Consumer			<i>SRS, EIMD</i>
	5.2 File copy of the application and action for safekeeping			<i>SRS, EIMD</i>
Total Number of Days			7 Working Days	



ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

PROCESSES

1. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders - New and Renewal
2. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent - New and Renewal
3. Issuance of Certificate of Coal End-User Registration (CEUR)-New
4. Issuance of Certificate of Coal End-User Registration (CEUR) – Renewal
5. Issuance of Certificate of Coal Trader Accreditation (CTA) - New
6. Issuance of Certificate of Coal Trader Accreditation - Renewal (CTAR)
7. Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics – New
8. Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics
9. Issuance of Safety Engineer's (SE) and Safety Inspector's (SI) Permit – New and Renewal



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders – New and Renewal

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Supervised by Coal Operating Contract (COC) Holders pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who may avail	Interested individuals
CHECKLIST OF REQUIREMENTS Submit one (1) set of the following:	WHERE TO SECURE
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Filled out Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
7.1 Computation of Coal Reserves	
7.2 Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.4 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	
7.7 Detailed Mine Plan, Scale 1:1000	
7.8 Production Cost per metric ton	
7.9 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	
9. Operating Agreement	
10. Contract of Purchase and Sale	

11. Certification Precondition (CP) from the NCIP or Certificate of Non-Overlap (CNO) from the NCIP that the area affected does not overlap with any ancestral domain (Section 59 - IPRA Law)				
12. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-MFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	a. 2.1-3.0 hectares - PHP 3,000.00 b. 3.1-4.0 hectares - PHP 4,000.00 c. 4.1-5.0 hectares - PHP 5,000.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>

	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of SSCMP application	None		<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.6 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS / ERDS</i>
	1.7 Conduct orientation of SSCMP Holder and release of permit	None	1 Working Day	<i>Admin. Asst. I Office of the Director</i>
Total Number of Days			20 Working Days	



Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent (New and Renewal)

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent New and Renewal pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who may avail	Interested individuals
CHECKLIST OF REQUIREMENTS Submit one (1) set of the following:	WHERE TO SECURE
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative	Client
2. Filled out Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
7.1 Computation of Coal Reserves	
7.2 Mining Method to be used	
7.3 Projection of Daily and Annual Production Rates	
7.4 Table of Organization	
7.5 List of Mining Equipment	
7.6 Geological Map of Area Applied, Scale 1:1000	
7.7 Detailed Mine Plan, Scale 1:1000	
7.8 Production Cost per metric ton	
7.9 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e. Certificate of Bank Deposit)	

9. Certification Precondition (CP) from the NCIP or Certificate of Non-Overlap (CNO) from the NCIP that the area affected does not overlap with any ancestral domain (Section 59 - IPRA Law)	
10. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-MFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	a. 2.1-3.0 hectares - PHP 3,000.00 b. 3.1-4.0 hectares - PHP 4,000.00 c. 4.1-5.0 hectares - PHP 5,000.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	N/A		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	N/A	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> // ERDS
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	N/A		<i>Director</i> MFO

	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	N/A		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	N/A	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	N/A		<i>Director MFO</i>
	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	N/A		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of SSCMP application	N/A		<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	N/A	2 Working Days	<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved SSCMP to ERDUD	N/A		<i>Admin. Asst. I Office of the Director</i>
	1.6 ERDUD records and updates DTS	N/A	1 Working Day	<i>Sr. SRS / SRS / ERDS</i>
	1.7 Conduct orientation of SSCMP Holder and release of permit	N/A	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal End-User Registration (CEUR)

Issuance of Certificate of Coal End-User Registration (CEUR) pursuant to P.D. 972 and DC No. 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Entities involved in coal purchasing and utilization
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-2)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Technical specifications of coal-fired equipment and location map	Supplier of Equipment
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the facility is located
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 5,000.00

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents and proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 5,000.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDS
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDS
	1.4 Legal Officer receives the documents and conducts Legal Evaluation	None		<i>Legal Officer</i> Office of the Director
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	3 Working Days	<i>Director</i> MFO

	1.4.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of CEUR application	None	2 Working Days	<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved CEUR to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.6 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.7 Conduct orientation of applicant and release of CEUR	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDS</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal End-User Registration (CEUR) Renewal

Issuance of Certificate of Coal End-User Registration (CEUR) Renewal pursuant to P.D. 972 and DC 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Entities involved in coal purchasing and utilization
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-2)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Technical specifications of coal-fired equipment and location map	Supplier of Equipment
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the facility is located
7. Summary of Coal Purchases from Year 1 to 10 (MFO-CEURR-2021-A)	Client
8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 5,000.00

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents and proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 5,000.00	1 Working Day	<i>Admin. Asst. I Office of the Director</i>
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I Office of the Director</i>
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	8 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None		<i>Technical Audit Specialist FS-CERCD</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	4 Working Days	<i>Director MFO</i>

	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.6 MFO-OD conducts final review and approval of CEUR-R application	None		<i>Director MFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.6.2 If approved, MFO-OD records and transmits the approved CEUR-R to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.8 Conduct orientation of applicant and release of CEUR-R	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal Trader Accreditation (CTA) – New

Issuance of Certificate of Coal Trader Accreditation (CTA) New pursuant to P.D. 972 and DC 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Entities involved in coal trading activities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
6. Current Business Permit	City/municipality where the storage facility is located
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client

8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 3,500.00
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> // ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> // ERDUD

	1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of CTA application	None	2 Working Days	<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved CTA to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.6 ERDUD records and updates DTS	None	1 working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.7 Conduct orientation of applicant and release of CTA	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
Total Number of Days			20 working days	



Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)

Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR) pursuant to P.D. 972 and DC 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who may avail	Accredited Coal Traders	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application letter	Client
	2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD
	3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
	4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SSCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier
	5. Environmental Compliance Certificate of coal storage facility	DENR-EMB
	6. Current Business Permit	City/municipality where the storage facility is located
	7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client
	8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application.	

9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-MFO or bank Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	8 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None		<i>Technical Audit Specialist</i> FS-CERCD
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	4 Working Days	<i>Director</i> MFO

	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.6 MFO-OD conducts final review and approval of CTAR application	None		<i>Director MFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.8 Conduct orientation of applicant and release of CTAR	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
Total Number of Days			20 Working days	



Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New

Issuance of Certificate of Coal Trader Accreditation (CTA) Logistics - New pursuant to P.D. 972 and DC 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Entities involved in coal trading activities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Current Business Permit	City/municipality where the office/storage facility is located
5. List of authorized drivers	Client
6. List of vehicles with plate number and copy of OR/CR	
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client

9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 3,500.00 <i>(non-refundable)</i>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	12 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II</i> ERDUD
	1.4 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer</i> Office of the Director

	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.4.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.5 MFO-OD conducts final review and approval of CTA-Logistics application	None	2 Working Days	<i>Director MFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, MFO-OD records and transmits the approved CTA-Logistics to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.6 ERDUD records and updates DTS	None	1 working Day	<i>Sr. SRS / SRS II ERDS</i>
	1.7 Conduct orientation of applicant and release of CTA-Logistics	None	1 working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
Total Number of Days			20 working days	



Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics

Issuance of Certificate of Coal Trader Accreditation Renewal (CTAR) Logistics pursuant to P.D. 972 and DC 2012-05-0006.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Business
Who may avail	Accredited Coal Traders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR LOGISTICS SERVICE PROVIDER (LSP)	
1. Application letter	Client
2. Duly accomplished application form (ERDB Form No. 2011-1)	MFO-ERDUD
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA
4. Current Business Permit	City/municipality where the office/storage facility is located
5. LSP report (1 year from date of accreditation)	Client
6. List of authorized drivers	
7. List of vehicles with plate number and copy of OR/CR	
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler	Accredited Coal Trader/Registered Coal End-User
9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client

10. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-MFO or bank Application Fee – Php 3,500.00
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment – MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 3,500.00	1 Working Day	<i>Admin. Asst. I</i> Office of the Director
	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I</i> Office of the Director
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	8 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDUD
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director</i> MFO
	1.3.2 If approved, ERDUD endorses the application to FS-CERCD for Financial Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS</i> II ERDUD
	1.4 FS-CERCD receives the documents and conducts Financial Evaluation	None		<i>Technical Audit Specialist</i> FS-CERCD
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	4 Working Days	<i>Director</i> MFO

	1.4.2 If approved, ERDUD endorses the application to MFO Legal Officer for Legal Evaluation	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS // ERDUD</i>
	1.5 MFO Legal Officer receives the documents and conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer Office of the Director</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.5.2 If approved, Legal Officer endorses the application to OD for Final Review and Approval	None		<i>Legal Officer Office of the Director</i>
	1.6 MFO-OD conducts final review and approval of CTAR-Logistics application	None		<i>Director MFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.6.2 If approved, MFO-OD records and transmits the approved CTAR-Logistics to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.7 ERDUD records and updates DTS	None	1 Working Day	<i>Sr. SRS / SRS // ERDS</i>
	1.8 Conduct orientation of applicant and release of CTAR-Logistics	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS // ERDUD</i>
Total Number of Days			20 working days	



Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit – New and Renewal pursuant to P.D. 972 and DC 2018-12-0028.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-Citizen	
Who may avail	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:		WHERE TO SECURE
A. For Safety Engineer		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		MFO-ERDUD
2. Originally Signed Resume		Client
3. Certificate/s of Training in General Safety and Health related to Mining Operations		
4. Two (2) 2"x2" ID photo		
5. Certified True Copy of PRC ID		
6. Original Copy of valid Police Clearance		
7. Letter Addressed to the MFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		
8. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-MFO or bank Application Fee - Php 550.00
B. For Safety Inspector		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001		MFO-ERDUD
2. Originally Signed Resume		Client
3. Two (2) 2"x2" ID photo		
4. Original Copy of valid Police Clearance		
5. Letter Addressed to the MFO Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder		

6. Any of the following:	
a. Certified True Copy of Diploma for Mining Engineering Course	
b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work	
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work	
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work	
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work	
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fee	DOE-MFO or bank Application Fee - Php 550.00

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with proof of payment - MFO	1.1 MFO Records Officer receives the documents and endorse to OD with Document Tracking System (DTS)	PHP 550.00	1 Working Day	<i>Admin. Asst. /</i> Office of the Director

	1.2 MFO-OD receives the documents and endorses to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Admin. Asst. I Office of the Director</i>
	1.3 ERDUD receives the documents and conducts Technical Evaluation	None	2 Working Days	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.3.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None		<i>Director MFO</i>
	1.3.2 If approved, ERDUD endorses the application to OD for Final Review and Approval	None		<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
	1.4 MFO-OD conducts final review and approval of SE/SI application	None		<i>Director MFO</i>
	1.4.1 If disapproved, ERDUD rejects the application with a letter signed by the MFO Director	None	2 Working Days	<i>Director MFO</i>
	1.4.2 If approved, MFO-OD records and transmits the approved SE/SI Permit to ERDUD	None		<i>Admin. Asst. I Office of the Director</i>
	1.5 ERDUD records and updates DTS	None		1 Working Day
	1.6 Conduct orientation of applicant and release of SE/SI Permit	None	1 Working Day	<i>Chief SRS / Supvg. SRS / Sr. SRS / SRS II ERDUD</i>
Total Number of Days			7 Working Days	

INTERNAL SERVICES



Issuance of Legal Opinion

Walk-In transaction only.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present document for clarification/ Request for legal opinion	1.1. Clarificatory interview	None	1 Working Day	<i>Legal Officer, MFO</i>
	1.2. Issuance of legal opinion			<i>Legal Officer, MFO</i>
Total Number of Days			1 Working Day	



Legal Clearance (Certificate of No Violations)

Walk-In transaction only. For renewal of licenses/permits for ERDUD and EIMD applicants.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen			
Who may avail:	Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Record of Pending Violations		Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application form	1.1. Issuance of Certificate of No Violations	None	1 Working Day	<i>Legal Officer, MFO</i>
	1.2. Signature			<i>Legal Officer, MFO</i>
	1.3 Releasing and Recording			<i>Legal Officer, MFO</i>
Total Number of Days		1 Working Day		



Mailing Postal Services

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who may avail	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Mailing/Postal Form		MFO-Office of the Director		
2. Letter/s				
3. Summary of Request for Mailing				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse mails to the Office of the Director	1.1 Receive and check if the requirements are complete	Fees charged by the Postal Office	6 hours	<i>Admin. Aide III, MFO</i>
	1.2 Deliver mails to post office			<i>Admin. Aide III, MFO</i>
	1.3 Prepare for reimbursement of the request for mailing with duly accomplished documents and forward to the Petty Cash Custodian		2 hours	<i>Admin. Aide III, MFO</i>
Total Number of Days		1 Working Day		



Processing of Petty Cash

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	All MFO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Petty Cash Voucher		End User's Division/Section		
2. Official Receipts as Proof of Purchase				
3. Approved Purchase Request				
4. Quotations from at least 3 suppliers				
5. Abstract of Canvass				
6. Approved Purchase Orders				
7. Inspection and Acceptance Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Duly approved Petty Cash Vouchers (PCV)	1.1 Receive duly approved PCV and supporting documents from end-user	Actual Expenses of Vehicle Repair / Maintenance	1 Working Day	Admin. Officer IV, MFO
	1.2 Check and review the attached supporting documents	Postage Stamp & Mailing Services		
	1.3 Approved PCV for Payment	Other Emergency Purchases		
	1.4 Release of Petty Cash			
Total Number of Days			1 Working Day	



Processing of Transportation and Logistics

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Trip Ticket		Drivers / Authorized Drivers of the Vehicles		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Trip Ticket	1.1 Receive Trip Ticket from requesting Division/Section	None	1 Working Day	<i>Admin. Assistant III, MFO</i>
	1.2 Assign service vehicle and driver. Inform the driver of the trip			<i>Chief SRS, EIMD / ERDUD</i> <i>Director, MFO</i>
	1.2.1 Trips within Davao City shall be endorsed by the Division Chief and approved by the MFO Director			
	1.2.2 Trips outside Davao City shall be recommended by the Division Chief and approved by the MFO Director			<i>Chief SRS, EIMD / ERDUD</i> <i>Director, MFO</i>
1.3 Log the approved Trip Ticket and return to the requesting Division/Section			<i>Admin. Assistant III, MFO</i>	
Total Number of Days		1 Working Day		



Receiving and Endorsing Outgoing Documents

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Business			
Who may avail:	Clients / All Government Units / All DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Receiving and Outgoing emails/documents		DOE-MFO / Assigned Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Incoming and Outgoing Communications (Walk-in/ Mailed communications and E-mailed communications)	1.1 Receive & Acknowledge e-mail or mailed document	None	1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Log Communications to the Document Tracking System (DTS)			
	1.3 Prepare Instruction/Assignment Slip (I/A Slip)			
	1.4 Endorse communication to the Office of the Director			<i>Director, MFO</i>
	1.5 Review and evaluate communication and assigned to the concerned Division/Section			
	1.6 Forward Instruction/Assignment Slip to the assigned Division/Staff with attachments for appropriate actions			

	1.7 Log action taken by the concerned Division/Section in the DTS			<i>Assigned Staff, Division/Section</i>
	1.8 Send MFO's action taken in the outgoing documents thru MFO's gov. mail			<i>Admin. Assistant I, MFO</i>
Total Number of Days			1 Working Day	



Strategic Performance Management System–OPCR/DPCR/IPCR

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Performance Commitment and Review (OPCR)		MFO-Office of the Director		
2. Individual Performance Commitment and Review (IPCR)				
3. Coaching and Monitoring Form (CMF)				
4. Individual Development Plan (IDP)				
5. Summary Report of Targets, Ratings of Per Office/Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of various documents relating to SPMS	1.1 Dissemination of information to MFO regarding the submission of the following: Targets, DPCR, IPCR, IDP, CMF, Summary Report of performance documents	None	1 Hour	<i>Admin. Officer II, MFO</i>
2. Submits to the Division/Section	2.1 Consolidate documents		3 Hours	<i>Assigned Staff, Division/Section</i>
3. Submit collected IPCR and DPCR (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records documents		3 Hours	<i>Admin. Officer II, MFO</i>
	3.2 Prepares OPCR of MFO Director		1 Working Day	<i>Admin. Assistant I, MFO</i>

	3.4 Prepares transmittal, seal documents and mail to Central Office		1 Hour	<i>Admin. Officer II, MFO</i>
Total Number of Days			2 Working Days	



Collection of Fees and Charges

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	Mindanao Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		MFO-Office of the Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain Order of Payment from MFO-OD	1.1 Check the Order of Payments against Fees and Charges	Application Fee Ack. Fee	2 Working Days (Deposit collections to LBP on the following day)	<i>Admin. Assistant III, MFO</i>
	1.2 Issue Official Receipt for the Payment Received	Certificate of Compliance Fee Standard Compliance Certificate		<i>Collecting Officer, MFO</i>
	1.3 Deposit Collections to Land Bank of the Philippines with duly signed slips and summaries	Administrative Fines Issuance of Certification Processing Fee Refund of Cash Advances		<i>Admin. Assistant III, MFO</i>
Total Number of Days		2 Working Days		



Processing of Procurement Through PS-DBM

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Simple Transaction			
Type of Transaction	Government-2-Government			
Who may avail	Mindanao Field Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Preparation of Agency Procurement Request (APR) based on the consolidated MFO Annual Procurement Plan-Common Use Supplies (APP-CSE) and Equipment			MFO-Office of the Director	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consolidation of APP-CSE of DOE-MFO	1.1 Prepare the Agency Procurement Request (APR) based on the consolidated APP-CSE with attached pertinent documents	Total amount in APR	1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Prepare check payment			<i>Admin. Officer IV, MFO</i>
	1.3 Deliver check payment to PS-DBM			<i>Admin. Assistant I, MFO</i>
	1.4. Claim various supplies as requested in the APR		1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.5 Update inventory of office supplies			
Total Number of Days			2 Working Days	



Processing of Procurement Through Alternative Method of Procurement (AMP Sec. 53.9 – Small Value Procurement, AMP 53.10 – Lease of Real Property or Venue)

Office or Division	Mindanao Field Office – Office of the Director			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Government			
Who may avail	Mindanao Field Office (End Users)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Request to DOE BAC Chair		End User's Division/Section		
2. Copy of approved APP or Supplemental APP				
3. Approved and Numbered Purchase Request (PR)/ Request for Service (RFS)		Procurement Management Division/ Budget Division – Central Office		
4. Technical Specifications/ Terms of Reference approved by the MFO Director		End User's Division/Section		
5. Secretary's approval of the Activity, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End User submits Procurement Request	1.1 Receive the procurement request, reviews completeness of documents per checklist and check if AMP requires posting		4 hours	<i>BAC Secretariat, MFO-SBAC</i>
	1.2 Endorse the documents to the MFO-SBAC Chairman for endorsement to TWG for evaluation			<i>BAC Secretariat, MFO-SBAC</i>

	1.3 Prepare and send the RFQs to at least three (3) suppliers and contractors of known qualifications. Those responded through any of the required posting shall be allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.	None	1 Working Day	<i>Assigned Staff, Division/Section</i>
	1.4 Request posting of procurement to PhilGEPS by the DOE-BAC, if necessary		4 hours	<i>BAC Secretariat, MFO-SBAC</i>
	1.5 Posting of procurement to PhilGEPS by the DOE-BAC		5 Working Days	<i>BAC Secretariat, DOE-BAC</i>
	1.6 Pre-procurement evaluation upon receipt on procurement request folders for inclusion in the MFO- SBAC agenda		7 Working Days	TWG, MFO-SBAC
	1.7 Prepare MFO-SBAC Resolution and Notice of Award and transmit for signature		1 Working Day	<i>BAC Secretariat, MFO-SBAC</i>
	1.8 Preparation and Issuance of Purchase Order (PO) and Notice to Proceed if needed		5 Working Days (POs are prepared by the Central Office)	<i>PMD-Central Office/ BAC Secretariat MFO-SBAC</i>
Total Number of Days		20 Working Days		



Processing of Requisition and Issue Slip (RIS) of Supplies, Materials and Property, Plant and Equipment

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Simple Transactions			
Type of Transaction:	Government-2-Government			
Who may avail:	DOE-MFO Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly filled-up Requisition and Issue Slip (RIS) (To issue common office supplies, materials and Property, Plant and Equipment to requesting Division)		MFO-Office of the Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Requisition Issuance Slip (RIS) for Issuance of Supplies and Office Equipment per Division and/or Individual	1.1 Receive RIS for supplies and materials and verify stocks on hand		1 Working Day	<i>Admin. Assistant I, MFO</i>
	1.2 Prepare duly signed Inventory Custodian Slip (ICS) for Semi-Expendable Supplies, if any			<i>Admin. Assistant I, MFO</i>
	1.3 Prepare and release stocks per Division and/or Individual			<i>Admin. Assistant I, MFO</i>
	1.4 Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand		1 Working Day	<i>Admin. Assistant I, MFO</i>
Total Number of Days		2 Working Days		



Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Simple Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Travel Expenses	
1.1 Duly Approved Travel Order	Concerned Employee
1.2 Actual Itinerary of Travel duly approved by authorized officials	
1.3 Certificate of Travel Completed	
1.4 Certificate of Appearance / Attendance	
1.5 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	Concerned Employee / Airline / Bus / Ferry Company
1.6 Official Receipts for hotel accommodations together with hotel Statements of Account and other related travel expenses claimed	Concerned Employee / Hotel
1.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official	Concerned Employee
1.8 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	
1.9 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.9.1 Proof of Payment or RER for each fare in excess of Php 75.00	Concerned Employee
1.9.2 Certification from local official regarding the prevailing charter rates of the place visited	Concerned Employee / Local Official
1.10 For fuel expenses incurred:	
1.10.1 Official Receipt	Concerned Employee

1.10.2 Copy of duly accomplished Vehicle Trip Ticket				
1.11 If cash advance was granted, copy of previously approved itinerary of travel		Concerned Employee		
1.12 Liquidation Report		Concerned Employee		
2. Foreign Travel				
2.1 Duly signed Travel Authority from the Office of the President or Authorized Official		Concerned Employee		
2.2 Actual Itinerary of Travel duly approved by authorized officials				
2.3 Certificate of Travel Completed				
2.4 Certificate of Appearance / Attendance				
2.5 Plane Tickets, Boarding pass		Concerned Employee / Airline / Bus / Ferry Company		
2.6 Narrative Report		Concerned Employee		
2.7 If cash advance was granted, copy of previously approved itinerary of travel				
2.8 Liquidation Report				
3. Representation, Conference and Meeting Expenses				
3.1 Official Receipt, Cash Invoice / Statement of Account		Concerned Employee		
3.2 List of Attendees/guests				
3.3 Minutes				
3.4 Authority to incur expenses duly approved by authorized official				
3.4.1 Canvass documents, if applicable				
3.4.2 Abstract of quotation from at least three establishments / concessionaires				
3.4.3 Approved Purchase Request and Purchase Order				
3.5 Quotations from at least three (3) establishments/concessionaires				
3.6 Copy of contract, if applicable				
CLIENT STEPS	AGENCY ACTIONS			
1. Prepare and submit Liquidation Report of Disbursements and Liquidation reports	1.1 Receive/review and process liquidation papers / informs the employee to pay refund, if any.	None	3 Working Days	<i>Admin. Officer II, MFO</i>

with supporting documents	1.2 If there is a refund, will prepare Order of Payment before paying at the cashier / submit receipt of payment			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.3 If there is no refund, certify as to correctness and completeness of Liquidation Report			<i>Admin. Officer II, MFO</i>
	1.4 If there is an excess, a Disbursement Voucher (DV) will be attached together with its supporting documents			<i>Admin. Officer II/ Concerned Employee, MFO</i>
	1.5 Record Liquidation/submit to COA			<i>Admin. Officer II, MFO</i>
Total Number of Days			3 Working Days	



Processing and Filing of SALN

This applies to transactions done for DOE employees

Office or Division	Mindanao Field Office – Office of the Director				
Classification	Simple Transaction				
Type of Transaction	Government-2-Government				
Who may avail	DOE-MFO Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Refer to the list of requirements for filing of SALN		Civil Service Commission Website			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fills-out SALN Form	1.1 Signs or notarizes SALN Form	None	1 Working Day	<i>Concerned Employee</i>	
				<i>Director / Notarizing lawyer</i>	
2. Submit signed or notarized SALN Form to the respective division/section	2.1 Checks and consolidates SALN Form		1 Working Day	1 Working Day	<i>Assigned Staff, Division/ Section</i>
	2.2 Submits consolidated SALN Form to the OD				<i>Assigned Staff, Division/ Section</i>
3. Consolidation of SALN for MFO (per Division) to the OD	3.1 Checks, validates, consolidates, files, and records SALN submission			1 Working Day	<i>Admin. Officer II, MFO</i>
Total Number of Days			3 Working Days		



Processing for the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Government			
Who may avail:	Other Government Entities / LGUs / SUCs / Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Qualified Recipients/ Donee - Donation		Other Government Entities / LGUs / SUCs / Schools		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
CLIENT STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DISPOSAL THRU DONATION				
	1. Draft a letter request for approval from the Central Office to donate any available unserviceable or working Property Plant and Equipment (PPE) for donation	None	2 hours	<i>Admin. Officer IV, MFO</i>
	If approved, MFO will solicit any willing donee/ recipients of the PPE		3 Working Days	<i>Admin. Officer IV, MFO</i>

1. Submission of letter of intent or request for unserviceable or working Property Plant and Equipment (PPE) for donation	1.1 Receive letter of intent/request		1 hour	<i>Admin. Officer IV, MFO</i>
2. Wait for the approval of the donation	2.1 Prepare Inventory and Inspection Report of Unserviceable Properties (IIRUP) and Return to Store (RTS)		3 hour	<i>Admin. Officer IV, MFO</i>
	2.2 Prepare memorandum of endorsement to the DOE-Disposal Committee requesting for approval of donation		2 hours	<i>Admin. Officer IV, MFO</i>
	2.3 Secure a signed memorandum & IIRUP & RTS from the MFO Director and forward to the mailing in-charge.		1 Working Day	
Total Number of Days			5 Working Days	



Processing for the Disposal of Unserviceable Properties Thru Sale

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Bidder			
Who may avail:	Qualified Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Qualified Recipients		Qualified Bidders		
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale		MFO-Office of the Director		
3. Return to Store (RTS) – Donation and Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive list of unserviceable properties. Checks and inspects PPEs to be Return to Store (RTS)	None	3 Working Days	Admin. Officer IV, MFO
	2. Prepare Return to Store (RTS) and Inventory and Inspection of Unserviceable Properties (IIRUP) of all unserviceable properties for disposal			
	3. Collect three (3) quotations for qualified bidders of all unserviceable properties for disposal		1 Working Day	Admin. Officer IV, MFO

	4. Prepare summary of collected quotations and list of disposals		6 Hours	<i>Admin. Officer IV, MFO</i>
	5. Prepare memorandum of endorsement to the DOE-Disposal Committee requesting unserviceable properties for disposal		1 Hour	<i>Admin. Officer IV, MFO</i>
	6. Secure a signed memorandum from the MFO Director and forward to the mailing in-charge.		1 Hour	<i>Admin. Officer IV, MFO</i>
Total Number of Days			5 Working Days	



End-User Evaluation of Job Applicants

This applies to transactions done for the recruitment process in the DOE-MFO

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Complex Transactions			
Type of Transaction:	Government-2-Government / Government-2-Citizen			
Who may avail:	External applicants; Internal applicants (DOE employees)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Refer to Guidelines of Application in the DOE website		Downloadable Forms available in the DOE website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive and endorse job applications from HRMD	None	1 Hour	<i>Records Officer, MFO</i>
	1. Schedule of interview to job applicants subject to the availability of the MFO End-User Evaluation Committee		2 Hours	<i>Director, MFO</i>
	2. Coordination with applicants and confirmation for job interview		2 Working Days	Admin. Officer II, MFO
	3. Preparation of documents needed for the interview		4 Hours	Admin. Officer II, MFO
	4. Interview proper		1 Working Day	<i>MFO End-User Evaluation Committee</i>
	5. Consolidation and evaluation of results		2 Working Days	Admin. Officer II, MFO
	6. Approval of endorsement of qualified applicants for DOE-HRMD		1 Working Day	<i>Director, MFO</i>

	7. Transmittal of memorandum for endorsement to HRMD		1 Hour	Admin. Officer II, MFO
Total Number of Days			7 Working Days	



Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Travel Expenses	
1.1 Prior to Departure	
1.1.1 Approved Travel Order, duly numbered	Concerned Employee
1.2 Upon Completion of Travel	
1.2.1 Duly Approved Travel Order	Concerned Employee
1.2.2 Actual Itinerary of Travel duly approved by authorized officials	
1.2.3 Certificate of Travel Completed	
1.2.4 Certificate of Appearance/ Attendance	
1.2.5 Plane/Bus/Boat Tickets/ Boarding Passes/Terminal Fees	Concerned Employee/Airline/Bus/Ferry Company
1.2.6 Official receipts for hotel accomodation together with hotel Statements of Accounts and other related travel expenses claimed	Concerned Employee/Hotel
1.2.7 For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	Concerned Employee
1.2.8 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	
1.2.9 For chartered trips or special hires of Public Utility and garage car, motorboats, extraordinary means of transportation:	
1.2.9.1 Proof of Payment or RER for each fare in excess of P 75.00	Concerned Employee
1.2.9.2 Certification from local official regarding	Concerned Employee / Local Official

the prevailing charter rates of the place visited				
1.2.10 For fuel expenses incurred:				
1.2.10.1 Official Receipt				
1.2.10.2 Copy of Duly Accomplished Trip Ticket	Concerned Employee			
1.2.11 If cash advance was granted, copy of previously approved itinerary of travel	Concerned Employee			
2. Foreign Travel				
2.1 Prior to Departure				
2.1.1 Approved Travel Order, duly numbered	Concerned Employee			
2.2 Upon Completion of Travel				
2.2.1 Duly Approved Travel Order	Concerned Employee			
2.2.2 Actual Itinerary of Travel duly approved by authorized officials				
2.2.3 Certificate of Travel Completed				
2.2.4 Certificate of Appearance/ Attendance				
2.2.5 Plane tickets, Boarding Pass	Concerned Employee / Airline			
2.2.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	Concerned Employee			
2.2.7 Narrative Report				
2.2.8 If granted cash advance, copy of previously approved itinerary of travel				
		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director-Accounting In charge	1.1. Receive/Review/Evaluate/Process DV as to the completeness of its required documents Note: If incomplete, return DV and ask employee concerned to comply with the requirements.	None	7 Working Days	Admin. Officer II, MFO
	1.2 Indicate and record the DV date, number, particulars and amount in individual index of payment			Admin. Officer II, MFO

	1.3 Certify DV (Box C) of as to availabilty of cash, completeness of documents and if amount claimed is proper			<i>Admin. Officer II, MFO</i>
	1.4 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	1.5 Issue check			<i>Admin. Officer IV, MFO</i>
	1.6 Encode and print necessary details on the check			<i>Admin. Officer II, MFO</i>
	1.7 Forward check with DV and its supporting documents to the disbursing signatories			<i>Director/ Admin. Officer IV, MFO</i>
	1.8 Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
Total Number of Days			7 Working Days	



Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Office or Division:	Mindanao Field Office – Office of the Director
Classification:	Complex Transaction
Type of Transaction:	Government-2-Government
Who may avail:	DOE Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
* Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.	
1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)	
1.1 Billing Statement / Statement of Account	Concerned Utility Provider
2. Janitorial / Security and other Service Provider	
2.1 Duly signed and notarized Contract with Certificate of Availability of Funds	Administrative Assistant I MFO-OD
2.2 Billing Statement/Statement of Account	Janitorial Service Provider
2.3 Duly Approved Daily Time Record	Janitorial Service Provider
2.4 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors	Janitorial Service Provider
2.5 BAC Documents	MFO-SBAC Secretariat
3. Salaries	
3.1 Salary of individuals hired as Job order	
3.1.1 Contract duly signed, notarized with certificate of availability of funds	DOE-HRMD
3.1.2 Accomplishment Report	Concerned Employee
3.1.3 Approved Daily Time Record	Concerned Employee
4. Setting Up of Petty Cash Fund	
4.1 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing	MFO Director

Officer (SDO) for a specific fund				
5. Job Order for Repair and Maintenance				
5.1 Duly signed Purchase Order		Concerned Employee		
5.2 Inspection and Acceptance Report				
5.3 Approved Purchase Request				
5.4 BAC Resolution				
6. Representation/ conference/ entertainment and meeting expense				
6.1 Official Receipt, Cash Invoice/ Statement of Account		Concerned Employee		
6.2 List of Attendees/guest				
6.3 Minutes of the meeting				
7. Gasoline/ Fuel/ Oil/ Lubricants				
7.1 Billing Statement/ Statement of Account		Concerned Employee		
7.2 Vehicle Trip Ticket				
7.3 Duly signed Purchase Order				
7.4 Approved Purchase Request				
7.5 Inspection and Acceptance Report				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the duly accomplished DV and complete supporting documents to Office of the Director		None	7 Working Days	Concerned Employee, MFO
	1.1 Receive /Review/ Evaluate/ Process DV as to the completeness of its required documents			Admin. Officer II, MFO
	1.2 If incomplete, return the DV and request the concerned employee to comply with the requirements			Admin. Officer II, MFO
	1.3 If complete, compute for applicable taxes, if any			Admin. Officer II, MFO

	7.4 Prepare Certificate of taxes withheld (BIR Form 2306/2307), if applicable			<i>Admin. Officer II, MFO</i>
	7.5 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Admin. Officer II, MFO</i>
	7.6 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed is proper			<i>Admin. Officer II, MFO</i>
	7.7 Approve DV (Box D) as to approval of payment			<i>Director, MFO</i>
	7.8 Issue check			<i>Admin. Officer IV, MFO</i>
	7.9 Encode and prints necessary details on the check			<i>Admin. Officer II, MFO</i>
	7.10 Forward check with DV and its supporting documents to the disbursing signatories			<i>Admin. Officer IV, MFO</i>
	7.11 Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger			<i>Admin. Officer II, MFO</i>
Total Number of Days			7 Working Days	



Issuance of Administrative Decisions Based on Inspection Reports on Liquid Petroleum Players

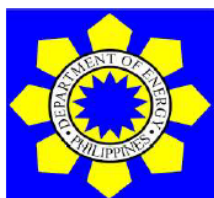
Walk-In transaction only.

Office or Division:	Mindanao Field Office – Office of the Director			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government, Government-2-Citizen, Government-2-Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection Report		EIMD Inspector		
2. Special Assignment Order		EIMD Division Chief		
3. Travel Order		EIMD Division Chief		
4. Record of Administrative Cases		MFO Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EIMD Submits the travel report with attached Inspection Report to the Office of the Director	2. Review and Examination of Inspection Report		1 Working Day	<i>Director, MFO</i>
	If there are no violations: 2.a. Return the case record to the Inspector to update MFO ITS and for archive			
	If there is a violation: 2.a. Forward to Legal Officer for drafting of administrative decision			

	<p>2.b. Draft the Administrative Decision.</p> <p>2.c. Forward the Draft Decision to the Division Chief of the EIMD for further comments.</p>		10 Working Days	<i>Legal Officer, MFO</i>
	2.d. Further evaluate the draft decision and consult with Legal Officer		1 Working Day	<i>Chief SRS, EIMD</i>
	<p>If the EIMD Chief SRS has further comments:</p> <p>3.a. Make proper amendments to the draft decision</p> <p>3.b. Forward the Draft Decision to the Director</p>		1 Working day	<i>Legal Officer, MFO</i>
	3.c Further evaluate the draft decision and consult with Legal Officer		1 Working Day	<i>Director, MFO</i>
	<p>If the EIMD Chief SRS has no further comments:</p> <p>3.a. Forward the Draft Decision to the Director</p>		1 Working day	<i>Chief SRS, EIMD</i>
	3.b. Further evaluate the draft decision and consult with Legal Officer			<i>Director, MFO</i>
	<p>If the Director has further comments:</p> <p>4.a. Make proper amendments to the draft decision</p>		2 Working Days	<i>Legal Officer, MFO</i>

	4.b. Print the Administrative Decision			<i>Legal Assistant, MFO</i>
	4.c Sign the Administrative Decision			<i>Director, MFO</i>
	4.d. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>
	4.e. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	4.f. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>
	If the Director has no further comments:			
	4.a. Print the Administrative Decision		1 Working Day	<i>Legal Assistant, MFO</i>
	4.b. Sign the Administrative Decision			<i>Director, MFO</i>
	4.c. A copy of the Administrative Decision is prepared to be furnished to the Client, with Inspection Report attached			<i>Legal Assistant, MFO</i>
	4.d. Case is included in Record of Cases			<i>Legal Officer, MFO</i>
	4.e. Case folder is returned to Inspector to update MFO ITS and for archive			<i>Legal Officer, MFO</i>

Total Number of Days (If both EIMD Chief SRS and MFO Days Director have no comments)	14 Working
Total Number of Days (If either EIMD Chief SRS or MFO Days Director has no comments)	15 Working
Total Number of Days (If both EIMD Chief SRS and MFO Days Director have comments)	16 Working
Total Number of Days (If both EIMD Chief SRS and MFO Days Director have no comments)	14 Working



Prohibited Acts in R.A. 11592 (Fines And LPG Industry Regulation Act (AS IMPLEMENTED BY DOE DC2022-11-0037)

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
A. Section 38 (a) - Engaging in activities without the required licenses, permits and certificates under this Act, specifically: 1.) Section 38 (a) (1) - Engaging in an activity without a valid license to operate or registration from the DOE, whichever is applicable	Fine of Php5,000.00 for each day of operation without the required license, permit, certificate, or registration	Fine of Php10,000.00 for each day of operation without the required license, permit, certificate, or registration	Fine of Php20,000.00 for each day of operation without the required license, permit, certificate, or registration
B. Section 38 (b) - Engaging in activities with or as an unauthorized person, specifically: 1) Section 38 (b) (1) - Knowingly transacting with, or selling or distributing LPG, LPG pressure vessels, or LPG seals to an LPG industry participant who does not have the required licenses, certificates, clearances or permits, whichever is applicable. 2) Section 38 (b) (2) - Distributing, or selling LPG cylinders carrying a trademark or trade name without the express approval of the trademark owner. 3) Section 38 (b) (4) - Possessing LPG seals, including the seals already used in LPG cylinders, without authority from the trademark or trade name owner or its duly authorized refiller.	Fine of Php10,000.00 for every LPG pressure vessel or seal If applicable, closure until the required licenses and permits are secured	Fine of Php20,000.00 for every LPG pressure vessel or seal Suspension of license to operate If applicable, closure until the required licenses and permits are secured Upon conviction, the criminal penalty of imprisonment for at least six (6) months but not more than one (1) year	Fine of Php30,000.00 for every LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment for one (1) year and one (1) day but not more than three (3) years

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically: 1) 38 (c) (1) (i) - Safety design including fire safety requirements for refining plants, refilling plants, depots, storage areas, motor vehicles, retail outlets, warehouses, auto-LPG conversion shops, auto-LPG dispensing stations, and other related facilities of LPG industry participants. 2) 38 (c) (1) (ii) - Safety practices. 3) 38 (c) (1) (iii) – LPG. 4) 38 (c) (1) (iv) - Measuring devices.	Fine of Php300,000.00 Provided, That for retail outlets the fine shall be P10,000.00	Fine of Php500,000.00 Provided, That for retail outlets the fine shall be Php20,000.00 Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php1,000,000.00 Provided, That for retail outlets the fine shall be Php30,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years
C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically: 5) 38 (c) (4) - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable	Fine of Php25,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal	Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
<p>C. Section 38 (c) - Failing to comply with the standards, requirements and guidelines under the Act , specifically:</p> <p>6) Section 38(c)(6) – Failing to comply with the safety design and requirements, permits, and clearances of motor vehicles transporting LPG in bulk and LPG cylinders and cartridges</p>	<p>Fine of Php300,000.00 Provided, That for retail outlets the fine shall be P10,000.00</p>	<p>Fine of Php500,000.00 Provided, That for retail outlets the fine shall be Php20,000.00 Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years</p>	<p>Fine of Php1,000,000.00 Provided, That for retail outlets the fine shall be Php30,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years</p>
<p>D. Section 38 (d) - Engaging in activities involving LPG and LPG pressure vessels that are noncompliant with the standards, requirements, and guidelines under the Act, specifically:</p> <p>1.) Section 38 (d) (3) - Selling and distributing defective, injurious, unsafe, dangerous, noncompliant, or substandard LPG pressure vessels.</p> <p>2.) Section 38 (d) (4) - Selling or distributing refilled LPG cartridges.</p> <p>3.) Section 38 (d) (5) - Selling or distributing LPG-filled cylinders without a seal, with a tampered, fake, or broken seal, inappropriate or unauthorized seal, or with a seal not belonging to the trademark owner.</p>	<p>Fine of Php25,000.00 for every LPG pressure vessel or seal Provided, That in the case of broken seals, the fine shall be P1,000.00 for every LPG cylinder Confiscation of LPG pressure vessel or seal</p>	<p>Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Suspension of license to operate Provided, That in the case of broken seals, the fine shall be P4,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years</p>	<p>Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Provided, That in the case of broken seals, the fine shall be P8,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years</p>
Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
<p>4.) Section 38 (d) (6) - Selling or distributing LPG pressure vessels without the necessary markings and safety and quality marks as required by the PNS, or the standard governing LPG pressure vessel manufacture, requalification, and repair, whichever is applicable.</p> <p>5.) Section 38 (d) (7) - Selling or distributing LPG through means other than in LPG pressure vessels, using tools other than ancillary equipment compliant with the PNS, or through other contractual arrangements not recognized in the Act</p> <p>6.) Section 38 (d) (8) - Filling LPG pressure vessels with LPG mixed with another finished or unfinished petroleum or non-petroleum product, substance, or material resulting in the failure of the LPG to meet the required PNS. The possession of LPG pressure vessels containing adulterated LPG shall be prima facie evidence of violation of this provision.</p> <p>7.) Section 38 (d) (9) - Selling of adulterated LPG in bulk and in pressure vessels.</p> <p>8.) Section 38 (d) (10) - Refilling LPG cartridges.</p> <p>9.) Section 38 (d) (11) - Hauling, loading, transporting, or permitting the loading and transportation of LPG in bulk, or LPG-filled cylinders or cartridges in quantities greater than the rated capacity of the motor vehicle or in such a manner that endangers the life and safety of its passengers or the public.</p> <p>10.) Section 38 (d) (12) - Storing LPG in pressure vessels more than the volume prescribed in Republic Act No. 9514 and its revised implementing rules and regulations.</p> <p>11.) Section 38 (d) (14) - Possessing illegal or fake LPG seals.</p>	<p>Fine of Php25,000.00 for every LPG pressure vessel or seal Provided, That in the case of broken seals, the fine shall be P1,000.00 for every LPG cylinder Confiscation of LPG pressure vessel or seal</p>	<p>Fine of Php50,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Suspension of license to operate Provided, That in the case of broken seals, the fine shall be P4,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years</p>	<p>Fine of Php100,000.00 for every LPG pressure vessel or seal Confiscation of LPG pressure vessel or seal Closure and permanent disqualification from engaging in any activity as an LPG industry participant Provided, That in the case of broken seals, the fine shall be P8,000.00 for every LPG cylinder and no criminal penalty Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years</p>

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
<p>E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically:</p> <p>1.) Section 38 (e) (1) - Failing to submit periodic reports as may be required pursuant to Section 6 of the Act.</p> <p>3.) Section 38 (e) (4) - Failing to submit the certification pursuant to Section 34 of the Act.</p> <p>4.) Section 38 (e) (5) - Failing to comply with other responsibilities in Chapter III of the Act implemented under Rule 2 of this Department Circular.</p>	Fine of Php20,000.00	Fine of Php50,000.00 Suspension of license to operate	Fine of Php100,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant
<p>E. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant, specifically:</p> <p>2.) Section 38 (e) (2) - Refusing, preventing, or obstructing the inspection of its premises and records pursuant to Section 6 of the Act.</p>	Fine of Php300,000.00	Fine of Php500,000.00 Suspension of license to operate	Fine of Php1,000,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant
<p>F. Section 38 (f) - Engaging in the following:</p> <p>1.) Section 38 (f) (1) - Destroying, tampering, altering, or modifying LPG pressure vessel through any means such as, but not limited to, changing the LPG cylinder valve, repainting, and relabeling, whichever is applicable: Provided, That this shall not be prohibited if it is done by the trademark owner.</p>	Fine of Php25,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel	Fine of Php50,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel Suspension of license to operate Upon conviction, the criminal penalty of imprisonment of at least one (1) year but not more than three (3) years	Fine of Php100,000.00 for every LPG pressure vessel Confiscation of LPG pressure vessel Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least three (3) years and one (1) day but not more than six (6) years
Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
<p>F. Section 38 (f) - Engaging in the following:</p> <p>2.) Section 38 (f) (4) - Adulterating LPG.</p> <p>3.) Section 38 (f) (5) - Pilfering LPG.</p>	Fine of Php1,000,000.00 Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty of imprisonment of at least six (6) months and one (1) day to six (6) years		
<p>G. Section 39 Underfilling - The following acts undertaken by the following natural or juridical persons shall constitute underfilling of LPG pressure vessels:</p> <p>1.) Section 39 (a) - The refiller when the net quantity of LPG contained in an LPG pressure vessel sold, transferred, delivered, or filled is less than the LPG pressure vessel content required at the refilling plant.</p> <p>2.) Section 39 (b) - The dealer or retail outlet when the net quantity of LPG in a pressure vessel sold, transferred, or delivered is less than the required pressure vessel content quantity.</p> <p>If applicable, a broken, tampered, absent or removed seal, or an LPG pressure vessel that does not have the proper seal attached to it, shall be considered prima facie evidence of underfilling.</p>	Fine of Php20,000.00 for every LPG pressure vessel Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php30,000.00 for every LPG pressure vessel Suspension of license to operate Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years	Fine of Php40,000.00 for every LPG pressure vessel Closure and permanent disqualification from engaging in any activity as an LPG industry participant Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years

Prohibited Acts	1 st Offense	2 nd Offense	3 rd Offense
<p>H. Section 40 Illegal Refilling - The following acts shall constitute illegal refilling of LPG pressure vessels:</p> <p>1.) Section 40 (a) - Filling or refilling of LPG pressure vessels with products or substances other than LPG in an effort to achieve the correct net weight.</p> <p>2.) Section 40 (b) - Filling or refilling of LPG cylinders directly from LPG bulk storage tank trucks.</p> <p>3.) Section 40 (c) - Unauthorized cross-filling.</p> <p>4.) Section 40 (d) - Refilling of LPG from one LPG cylinder to another cylinder.</p> <p>5.) Section 40 (e) - Refilling of LPG cylinders other than in duly licensed LPG refilling plants.</p> <p>6.) Section 40 (f) (1) - Refilling of LPG cylinders bearing defaced, tampered, or illegible markings contrary to the mandatory labeling and stamping requirements under the Act.</p> <p>7.) Section 40 (f) (2) - Refilling of LPG cylinders that are non-compliant with the PNS.</p> <p>8.) Section 40 (f) (3) - Refilling of LPG cylinders that are due for repair, requalification or scrappage, or are subject to a recall or prohibition order of the DOE or DTI.</p> <p>9.) Section 40 (f) (4) - Refilling of LPG cylinders by auto-LPG dispensing stations.</p> <p>10.) Section 40 (g) - Unauthorized loading of LPG bulk storage tanks.</p> <p>11.) Section 40 (h) - Any other filling or refilling of LPG pressure vessels in violations of the requirements and standards under the Act.</p>	<p>Fine of Twenty-five thousand pesos (P25,000.00) for every LPG pressure vessel or seal</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>	<p>Fine of Php50,000.00 for every LPG pressure vessel or seal</p> <p>Confiscation of LPG pressure vessel or seal*</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Suspension of license to operate</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>	<p>Fine of Php100,000.00 for every LPG pressure vessel or seal</p> <p>Confiscation of LPG pressure vessel or seal*</p> <p>* Illegally refilled LPG cylinders in Section 40 (c), (d), (e), (f), (g), and (h) shall be confiscated outright</p> <p>Closure and permanent disqualification from engaging in any activity as an LPG industry participant</p> <p>Upon conviction, the criminal penalty shall be imprisonment of six to twelve (6-12) years</p>

DOEMFO-1/5/23

Department Circular No. 2017-11-0011
FINES AND SANCTIONS

PROMULGATING A REVISED RULES AND REGULATIONS
GOVERNING THE BUSINESS OF RETAILING LIQUID FUELS

RULE VIII
PROHIBITED ACTS, ADMINISTRATIVE FINES AND SANCTIONS

Section 29. *Fines/Sanctions Against Prohibited Acts.* In addition to the right and authority of the OIMB or the Field Offices to suspend and revoke the COC as provided in this Circular, the Retail Outlet Official and/or Retail Outlet that commits the prohibited acts shall be imposed the following penalties:

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
A. ILLEGAL TRADING			
1. <i>Engaging in the Business without a COC, where the Retail Outlet Official and/or Retail Outlet engages in business without securing a COC, or continues to operate the Retail Outlet upon expiration of the COC, or after being directed by the DOE or OIMB or the Field Offices to cease and desist in operating the Retail Outlet.</i>	<i>P10,000.00 with directive to comply</i>	<i>P10,000.00 and Recommend revocation of the permit or license to LGU</i>	
2. <i>Non-compliance with Section 11 Rule III on Mandatory Standards and Requirements (Fixed and permanent dispensing pump, forecourt facilities, signages and labels, underground storage tank)</i>	<i>P10,000.00 with directive to comply</i>	<i>P10,000.00 and Recommend revocation of the permit or license to LGU</i>	
3. <i>Non-compliance with Section 12 Rule III on Minimum Facility Requirements for Existing Retail Outlets (Fixed and permanent dispensing pump, deliveries and retailing conducted only within the premises, fuels stored in underground storage tanks)</i>	<i>P10,000.00 with directive to comply</i>	<i>P10,000.00 and Recommend revocation of the permit or license to LGU</i>	
4. <i>Non-compliance with Section 14 Rule III on Liquid Fuels Storage, Handling, Transfer and/or Dispensing The storage, handling, transfer and/or dispensing of Liquid Fuels shall be subject to the following:</i>	<i>P10,000.00 with directive to comply.</i>	<i>P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU</i>	
<i>a. Liquid Fuels shall be delivered, received and dispensed at all times only within the business premises of a Retail Outlet;</i>			
<i>b. Liquid Fuels shall be transferred only from UGT by means of fixed dispensing pumps designed and equipped to allow the controlled flow of the Liquid Fuels and prevent leakages or accidental discharges;</i>			
<i>c. Liquid Fuels shall only be dispensed to appropriate containers as defined in Rule I Section 3;</i>			
<i>d. Liquid Fuels shall not be dispensed into drums, barrels, bottles or "bote-bote", or such similar containers;</i>			

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
<p>e. Liquid Fuels shall not be sold in drums, barrels, bottles or "bote- bote", or such similar containers;</p> <p>f. Liquid Fuels shall not be discharged into any street, highway, drainage canal or ditch, storm drain or flood control channel, lake or tidal waterway, or directly into the ground;</p> <p>g. Liquid Fuels shall be sold and dispensed to customers regardless of quantity and amount, directly to the vehicles' fuel tank; and</p> <p>h. Liquid Fuels shall be sold consistent with the price indicated in the dispensing pump and the price display board.</p> <p>The use of appropriate container may be allowed with the condition that it is only for transporting the Liquid Fuels to their place of use/consumption and not for long term and constant use to store Liquid Fuels. The Liquid Fuels Retail Outlet shall provide appropriate containers given the cited condition.</p> <p>In addition, a Retail Outlet or company or any entity/person who supplies Liquid Fuels to any person selling or dispensing such Liquid Fuels through the use of drums, barrels, bottles, or "bote-bote", shall be deemed to be committing Illegal Trading.</p>	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU	
5. Non-compliance with Section 15 Rule IV on Types and Facility Requirements	P10,000.00 with directive to comply	P10,000.00 and Revocation of COC and Recommend revocation of the permit or license to LGU	
6. Non-submission or misrepresentation or mis-declaration of Documentary Requirements as stipulated in Section 6(c)	P10,000.00 with directive to comply	P10,000.00 and Recommend revocation of the permit or license to LGU	
7. Failure to Post COC in a conspicuous place, where a Retail Outlet does not or fails, or refuses to post the COC in the premises.	Warning with directive to post within 30 days. A penalty of P10,000.00 shall be imposed for failure to comply within the said period	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU
<p>8. Non-compliance with Section 22 Rule V on posting requirements</p> <p>a. Non-posting of RON, E10 and Bx stickers at the dispensing pump</p> <p>b. Posting of wrong RON</p> <p>c. Posting the terms "unleaded", "lead-free", and other marketing tools to the public</p> <p>d. Posting of updated prices in price display board for each Liquid Fuels</p> <p>e. Posting of conflicting prices in the dispensing pump and in price display board</p> <p>f. Non-posting of consumer safety and informational signs in the business premises</p>	<p>Warning with directive to post within 30 days</p> <p>A penalty of P10,000.00 shall be imposed for failure to comply within the said period</p>	P10,000.00 with directive to comply	P10,000.00, Revocation of COC and Recommend revocation of the permit or license to LGU

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
9. <i>Non-issuance of official receipt after every sale of Liquid Fuels</i>	<i>P50,000.00 with directive to comply.</i>	<i>P100,000.00 with Cease and Desist Order</i>	<i>P200,000.00, issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU</i>
10. <i>Refusal or Failure to Pay Fine/Penalty within the period prescribed by DOE</i>	<i>Amount of fine/penalty imposed, issuance of closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU</i>		
11. <i>Absence and/or unauthorized removal of an "Out-of-Order" sign or padlock</i>	<i>Amount of fine/penalty imposed, Closure of RO and reiteration of Notice of Violation to oil company/supplier and LGU</i>		
12. <i>Failure to maintain a calibrated and sealed dispensing pump</i>	<i>P10,000.00 with directive to comply</i>	<i>P10,000.00 Revocation of COC and Recommend revocation or suspension of the permit or license to LGU</i>	
13. <i>A dispensing pump with a broken or with no seal</i>			
14. <i>Failure to comply with Test Measure Requirements</i>			
15. <i>Failure to maintain a written record or logbook</i>			
16. <i>Sale of Liquid Fuels from dispensing pump with broken or no seal and with no "Out-of-Order" sign or padlock installed</i>			
B. ADULTERATION <i>The possession and sale of Liquid Fuels that do not conform with quality standards pursuant to the PNS and Biofuels Law shall be governed and sanctioned by that Act and its Implementing Rules and Regulations</i>	<i>P200,000.00 with Cease and Desist Order</i>	<i>P300,000.00, Revocation of COC, issuance of Closure Order and recommend revocation or suspension of the permit or license to LGU</i>	
C. UNDERDELIVERING <i>Quantity of Liquid Fuels delivered by dispensing pumps is less than the actual quantity by more than fifty (50) - milliliters for every ten (10) liters as measured by a calibrating bucket</i>	<i>P10,000.00 per dispensing pump</i>	<i>P10,000.00 per dispensing pump, Revocation of COC and Recommend evocation or suspension of the permit or license to LGU</i>	

Prohibited Act	Penalty		
	1st Offense	2nd Offense	3rd Offense
D. REFUSAL/OBSTRUCTION OF INSPECTION AND SAMPLING , where a Retail Outlet refuses, prevents or obstructs the inspection of its premises, facilities and records, as well as sampling of Liquid Fuels. In addition, failure by the Inspectors from the OIMB or the Field Offices to conduct inspection despite reasonable efforts to secure the consent of the Retail Outlet Official to do so, or the circumstances described in Section 16, shall be deemed as Refusal of Inspection. Such refusal shall likewise constitute prima facie evidence of the commission of the Prohibited Acts of this Circular.	<i>P50,000.00</i> With the presumption that there is sale of adulterated products.	<i>P100,000.00</i> with Cease and Desist Order, and with the presumption that there is sale of adulterated products	<i>P200,000.00</i> issuance of Closure Order, Revocation of COC and Recommend revocation of the permit or license to LGU
E. HOARDING which is committed when, before a price increase or in times of tight supply: 1. Retail Outlet refuses, or fails to sell the Liquid Fuels to the general public even when supply is available, and customer offers to pay in cash; or 2. Retail Outlet has unjustifiable increase in inventory, which stocks are fifty percent (50%) higher than his usual inventory as reckoned from the third (3rd) month immediately preceding the date that the said Retail Outlet refuses or fails to sell.	<i>P10,000.00</i>	<i>P10,000.00</i> , Revocation of COC and Recommend revocation or suspension of the permit or license to LGU	
F. Continuing to operate after an Order or Notice of cessation of operation of business has been issued by the DOE	<i>P10,000.00</i> per day of operation	<i>P10,000.00</i> per day of operation, Revocation of COC and recommend revocation or suspension of the permit or license to LGU	

DOE HEAD OFFICE

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ul style="list-style-type: none"> ▪ Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com.
How feedbacks are processed	<ul style="list-style-type: none"> ▪ Filled-out Customer Feedback Forms are collected, evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable. ▪ Feedback received thru email are evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.
How to file a complaint	<ul style="list-style-type: none"> ▪ Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/ Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. ▪ Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE

	Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com
How complaints are processed	<ul style="list-style-type: none"> ▪ For the filled-out Complaint Report Form, the forms are collected, evaluated, and addressed accordingly. The client is informed of the action taken. ▪ For complaints received by the CWPO, these are evaluated and referred to the DOE unit/s and/or attached agency/ies for resolution. The client is informed of the action taken.