

VISAYAS FIELD OFFICE (VFO)



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SUMMARY OF PROCESSES

External Services

Energy Industry Management Division (EIMD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets</u>	20 Working Days	Highly Technical
2. <u>Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (ISO Certified)</u>	20 Working Days	Highly Technical
3. <u>Issuance of License to Operate (LTO) for Liquefied Gas (LPG) Establishments</u>	20 Working Days	Highly Technical
4. <u>Issuance of LGU Permit Certification</u>	7 Working Days	Complex
5. <u>Issuance of Registration Certificate</u>	20 Working Days	Highly Technical

Energy Resource Development And Utilization Division (ERDUD)

PROCESSES	DURATION	CLASSIFICATION
6. <u>Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New & Renewal</u>	20 Working Days	Highly Technical
7. <u>Issuance of Certificate of Coal End-User Registration (CEUR)</u>	20 Working Days	Highly Technical

8. <u>Issuance of Certificate of Coal End-User Registration Renewal (CEURR)</u>	20 Working Days	Highly Technical
9. <u>Issuance of Certificate of Coal Trader Accreditation (CTA) – New</u>	20 Working Days	Highly Technical
10. <u>Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)</u>	20 Working Days	Highly Technical
11. <u>Issuance of Safety Engineer’s (SE) or Safety Inspector’s (SI) Permit</u>	7 Working Days	Complex
12. <u>Procedure on the Processing of Clearance of Cases</u>	3 Working Days	Simple
13. <u>Payment of Fees</u>	3 hours	Simple



ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)

PROCESSES

1. Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets
2. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets *(ISO Certified)*
3. Issuance of License to Operate (LTO) for Liquefied Gas (LPG) Establishments
4. Issuance of LGU Permit Certification
5. Issuance of Registration Certificate



Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets

Issues Certification in the operation of own-use liquid fuels dispensing and storage, not intended for retail to the public, as per DOE Department Circular DC2017-11-0011

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Highly Technical			
Type of Transaction:	Government-2-Business			
Who may avail:	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case) • DOE-VFO-EIMD-QF-01 (Checklist of Requirements for Securing Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation) (1 copy) • DOE-VFO-EIMD-QF-03 (Affidavit of Undertaking) 		Officer of the Day / Frontline Services / Processors		
<ul style="list-style-type: none"> • Notarized Application Form • Affidavit of Undertaking • Supply Agreement • Notarized Statement of Facility PNS Compliance • Detailed Layout Plan • Pictures • Legal Clearance • Official Receipt of Payment 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		Client
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		SRS I / SRS II / Snr. SRS / Contract of Service

	<p>1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following:</p> <ul style="list-style-type: none"> • Request for Legal Clearance • Order of Payment <p>[Payment cannot be made without first securing a Legal Clearance]</p>	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		<i>Client</i>
	<p>2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending case, the applicant is advised to settle the case prior to the issuance of Legal Clearance.</p>	none		<i>Legal Section</i> * Issuance of Legal Clearance is in a separate internal process
3. Payment of Required Fees	<p>3.a The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment <p>The Cashier shall</p>	CNC Fee: P3,100.00		<i>Client</i>

	issue an Official Receipt to the applicant			
	3.b For application with pending case, the applicant shall settle the case by paying the corresponding fines with the Cashier who shall issue an Official Receipt upon receipt of an Order of Payment from the Legal Section.	none		<i>Collecting Officer</i>
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		none		<i>Client</i>
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official Receipt of Payment to the Receiver/Processor.		none		<i>Client</i>
	5. Processing of Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	5.b The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the Revised Retail Rules, and accepted standards</i>	none	10 working days	<i>SRS II / Snr. SRS</i>

	and issuances related to the business of retailing liquid fuels			
	5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	5.d If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate 	none		
	6. Final Review and Endorsement			
	6a. The Chief SRS /Supervising SRS shall review the application, and, if complied with all the requirements, shall sign/endorse the following for approval and issuance of Certificate: <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate [In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall	none	5 working days	<i>Division Chief /Supervising SRS</i>

	<p>be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	7. Approval of Application and Issuance of Certificate			
	<p>7.a The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>[In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.]</p>	none	3 working days	<i>Director</i>
	8. Applicant Notification			
	8.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	8.b The applicant shall be notified of the approval of	none		<i>SRS II / Snr. SRS</i>

	<p>application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.</p>			
9. Receipt of approved COC	9.a The documents mentioned in #8.b shall be released upon presentation of valid identification or proper/valid Certification/Authorization.	none		<i>Client</i>
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
Total Number of Days		20 Working Days		



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

Note: *This process is ISO Certified.*

Issues Certificates for Commercial Operation of Liquid Fuels Retail Outlets operating within the Visayas Regions. Due to requirements for compliance to facility standards, site validation may be required. The issuance is based on DOE DC2017-11-0011.

Office or Division:	Energy Industry Management Division (EIMD)	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who may avail:	Downstream Oil related business / activities	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case) 2. For LFRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-04 (Application Form) • DOE-VFO-EIMD-QF-05 (Checklist) • DOE-VFO-EIMD-QF-06 (Affidavit of Undertaking) 3. For MRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-08 (Application Form) • DOE-VFO-EIMD-QF-09 (Checklist) • DOE-VFO-EIMD-QF-10 (Affidavit of Undertaking) 4. For TERO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-11 (Application Form) • DOE-VFO-EIMD-QF-12 (Checklist) • DOE-VFO-EIMD-QF-13 (Affidavit of Undertaking) 5. For TSRO applicants: <ul style="list-style-type: none"> • DOE-VFO-EIMD-QF-14 (Application Form) • DOE-VFO-EIMD-QF-15 (Checklist) • DOE-VFO-EIMD-QF-16 (Affidavit of Undertaking) 	Officer of the Day / Frontline Services / Processors
	<ol style="list-style-type: none"> 6. Notarized Application Form 7. Affidavit of Undertaking 8. Supply Agreement 9. Notarized Statement of Facility PNS Compliance 10. Detailed Layout Plan 	Client

11. Pictures 12. Legal Clearance 13. Official Receipt of Payment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following: <ul style="list-style-type: none"> • Request for Legal Clearance • Order of Payment [Payment cannot be made without first securing a Legal Clearance]	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		<i>Client</i>
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending	none		<i>Legal Section</i> * Issuance of Legal Clearance is included in a

	case, the applicant is advised to settle the case prior to the issuance of Legal Clearance.			separate internal process
3. Payment of Required Fees	<p>3.a The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment <p>The Cashier shall issue an Official Receipt to the applicant</p>	<p>COC 1st Issuance: P3,100.00</p> <p>COC Renewal: P3,000.00</p>		<i>Client</i>
	<p>3.b For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment.</p>	none		<i>Collecting Officer</i>
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		none		<i>Client</i>
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official		none		<i>Client</i>

Receipt of Payment to the Receiver/Processor.				
	5. Processing of Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	5.b The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC2017-11-0011, or the Revised Retail Rules</i> , and accepted standards and issuances related to the business of retailing liquid fuels	none	10 working days	<i>SRS II / Snr. SRS</i>
	5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	5.d If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate 	none		
	6. Final Review and Endorsement			

	<p>6.a The Chief SRs /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>[In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>	none	5 working days	<i>Division Chief /Supervising SRS</i>
	7. Approval of Application and Issuance of Certificate			
	7.a The following documents shall be signed by Director for approval of the application:	none	3 working days	<i>Director</i>

	<ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>[In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.]</p>			
	8. Applicant Notification			
	8.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<p>8.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.]</p>	none		<i>SRS II / Snr. SRS</i>

	The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.			
9. Receipt of approved COC	9.a The documents mentioned in #8.b shall be released upon presentation of valid identification or proper/valid Certification/Authorization.	none		<i>Client</i>
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
Total Number of Days		20 Working Days		



Issuance of License to Operate (LTO) for Liquefied Gas (LPG) Establishments

As provided under RA 11592, or the LPG Industry Regulation Act, LPG refilling plants, dealers and retailers operating in the Visayas shall secure a License to Operate (LTO). LPG refilling plants and Auto-LPG dispensing stations catering to public transport requires site validation as to compliance to facility standards prior to issuance of LTO.

Office or Division:	Energy Industry Management Division (EIMD)	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who may avail:	Downstream Oil related business / activities	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. DOE-VFO-EIMD-QF-00 (DOE LTO/COC Clearance of No Pending Case) 2. Application Annexes for Refilling Plants: <ul style="list-style-type: none"> - Annex E (Application for Issuance of License to Operate LPG Refiller) - Annex E1 (Checklist of Requirements) - Annex E2 (Company Profile) - Annex E3 (RP Profile) - Annex E4 (List of Transport Vehicles) 3. Application Annexes for Dealer: <ul style="list-style-type: none"> - Annex F (Application for Issuance of License to Operate LPG Dealer) - Annex F1 (Checklist of Requirements) - Annex F2 (Company Profile) - Annex F3 (Outlet Profile) - Annex F4 (List of Motor Vehicles) - Annex F5 (Layout) 4. Application Annexes for Retailer: <ul style="list-style-type: none"> - Annex G (Application for Issuance of License to Operate LPG Retailer) - Annex G1 (Checklist of Requirements) - Annex G2 (Company Profile) - Annex G3 (Outlet Profile) - Annex G4 (List of Motor Vehicles) - Annex G5 (Layout) 	<p>Officer of the Day / Frontline Services / Processors /</p> <p>Online Link (https://www.doe.gov.ph/vfo-lto)</p>
	<ol style="list-style-type: none"> 5. Notarized Application Form 6. Affidavit of Undertaking 7. Supply Agreement 	

8. Notarized Statement of Facility PNS Compliance 9. Detailed Layout Plan 10. Pictures 11. Legal Clearance 12. Official Receipt of Payment		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required application Annexes to the Receiver/Processor		none		Client
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		SRS I / SRS II / Snr. SRS / Contract of Service
	1.b If the above submissions are complete and valid, the Processor shall issue another Application Checklist for compliance of the Applicant that includes the following: <ul style="list-style-type: none"> Request for Legal Clearance Order of Payment [Payment cannot be made without first securing a Legal Clearance]	none		SRS I / SRS II / Snr. SRS / Contract of Service
2. The Applicant submits the Request for Legal Clearance to the Legal Section		none		Client
	2.a If the Applicant has NO pending case the Legal Clearance is issued. If there is a pending case, the applicant is	none		Legal Section * Issuance of Legal Clearance is included in a separate internal process

	advised to settle the case prior to the issuance of Legal Clearance.			
3. Payment of Required Fees	3.a The Cashier receives the Order of Payment and may process provided the following are presented: <ul style="list-style-type: none"> • Legal Clearance of NO pending Case • EIMD Order of Payment 	[See note below for the LTO Schedule of Fees]		<i>Client</i>
	3.b For application with pending case, the Cashier shall only issue an Official Receipt for the payment of fines with the receipt of Legal Order of Payment.	None		<i>Collecting Officer</i>
4. Upon issuance of OR in 3.b, the Applicant shall present the OR to the Legal Section for the issuance of Legal Clearance.		None		<i>Client</i>
4.a The Applicant shall submit the documents based on the checklist of requirements including Legal Clearance and Official Receipt of Payment to the Receiver/Processor.		none		<i>Client</i>
	5. Processing of Application			
	5.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>

	<p>5.b The application shall be thoroughly assessed based on the provisions of the <i>DOE Department Circular DC 2022-11-0037</i> or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas</p>	none	10 working days	<i>SRS II / Snr. SRS</i>
	<p>5.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.</p>	None		
	<p>5.d If substantially complied, the processor shall prepare the following documents for review submission:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate 	none		
	<p>6. Final Review and Endorsement</p>			
	<p>6.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of</p>	none	5 working days	<i>Division Chief /Supervising SRS</i>

	<p>Certificate:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>[In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	<p>7. Approval of Application and Issuance of Certificate</p>			
	<p>7.a The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Validation Form • Letter to Applicant • Certificate <p>[In case the application shall be disapproved by the Director, the</p>	<p>none</p>	<p>3 working days</p>	<p><i>Director, VFO</i></p>

	documents shall be returned to the Chief SRS with the reason of disapproval clearly written.]			
	8. Applicant Notification			
	8.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.	none	1 working day	
	<p>8.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.</p>	None		SRS II / Snr. SRS

9. Receipt of signed LTO and acknowledgement letter	9.a The documents mentioned in 8.b shall be released upon presentation of valid identification or proper/valid Certification/Authorization.	None		<i>Client</i>
	9.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	None		<i>SRS II / Snr. SRS</i>
Total Number of Days		20 Working Days		

Note: Schedule of Fees for Issuance of LTO (New Application and Renewal)

- Refiller - 3,500
- Dealer - 3,500
- Retail Outlet - 3,500
- Hauler - 3,500
- Auto-LPG Dispensing Station - 3,500
- Centralized LPG Piping System Operator - 3,500



Issuance of LGU Permit Certification

In situations where an LGU shall require a COC as a prerequisite to a Mayor's or Business Permit, a certification may be issued to a new Retail Outlet solely for that purpose of obtaining the Mayor's or Business Permit.

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Complex			
Type of Transaction:	Government-2-Business			
Who may avail:	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-EIMD-QF-45 (Issuance of Certification for LGU Permit)		Officer of the Day / Frontline Services / Processors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	1.b If the above submissions are complete and valid, the Processor shall the following: <ul style="list-style-type: none"> Order of Payment 	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
2. Payment of Required Fees	2.a The Cashier receives the Order of Payment and may process provided the following are presented: <ul style="list-style-type: none"> EIMD Order of Payment 	LGU Permit Certification : P500.00		<i>Client</i>
3 Upon issuance of OR in 2.a, the Applicant		none		<i>Client</i>

shall present the OR to the EIMD Receiver/Processor				
	3.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	0.5 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	4. Processing of Application			
	4.a The application shall be thoroughly assessed based on the standards	none	1.5 working days	<i>SRS II / Snr. SRS</i>
	4.b The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	4.c If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> • Letter to Applicant • Certificate 	none		
	5. Final Review and Endorsement			
	5.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate: <ul style="list-style-type: none"> • Letter to Applicant 	none	2 working days	<i>Division Chief / Supervising SRS</i>

	<ul style="list-style-type: none"> • Certificate <p>[In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	6. Approval of Application and Issuance of Certificate			
	<p>6.a The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Letter to Applicant • Certificate <p>[In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of disapproval clearly written.]</p>	none	2 working days	Director, VFO

	7. Applicant Notification			
	<p>7.a The approved/duly signed documents mentioned in #7 shall be returned to the Processor.</p>	none	1 working day	
	<p>7.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.]</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.</p>	none		SRS II / Snr. SRS
9. Receipt of certification	8.a The documents mentioned in 8.b shall be released	none		Client

	upon presentation of valid identification or proper/valid Certification/Authorization.			
	8.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
Total Number of Days		7 Working Days		



Issuance of Registration Certificate

In compliance with the DOE Department Circular DC2022-11-0037, or the Guidelines in the Registration and Issuance of License to Operate to Qualified LPG Participants, all LPG Industry facilities and participants operating in the Visayas shall apply for required registration.

Office or Division:	Energy Industry Management Division (EIMD)			
Classification:	Complex			
Type of Transaction:	Government-2-Business			
Who may avail:	Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. For Registration prior to commencement of construction of refilling plants: <ul style="list-style-type: none"> - Registration Form - Annex 1 2. For Registration Authority to fill Third Party Trademark or tradename: <ul style="list-style-type: none"> - Registration Form - Annex 3 3. Registration - Authority to Sell LPG-filled Pressure Vessel: <ul style="list-style-type: none"> - Registration Form - Annex 4 4. Registration – Authorized Transport Motor Vehicles and Marine Vessels: <ul style="list-style-type: none"> - Registration Form - Annex 7 		Officer of the Day / Frontline Services / Processors Online Link (https://www.doe.gov.ph/vfo-lto)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the required documents to the Receiver/Processor		none		<i>Client</i>
	1.a If the above submissions are NOT complete and valid, the application is returned for resubmission	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	1.b If the above submissions are complete and valid, the Processor shall the following:	none		<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>

	<ul style="list-style-type: none"> Order of Payment 			
2. Payment of Required Fees	<p>2.a The Cashier receives the Order of Payment and may process provided the following are presented:</p> <ul style="list-style-type: none"> EIMD Order of Payment 	<p>For Registration prior to commencement of construction of refilling plants:</p> <p>P 1000.00 per brand</p> <p>For Registration Authority to fill Third Party Trademark or tradename:</p> <p>P 1000.00 per brand</p> <p>Registration - Authority to Sell LPG-filled Pressure Vessel:</p> <p>P 1000.00 per brand</p> <p>Registration - Authorized Transport Motor Vehicles and Marine Vessels:</p> <p>P 1000.00 per brand</p>		<i>Client</i>

3 Upon issuance of OR in 2.a, the Applicant shall present the OR to the EIMD Receiver/Processor		none		<i>Client</i>
	4. Processing of Application			
	4.a Upon receipt, and found in order, valid and complete, the application shall be turned over to the Processor for processing	none	1 Working Day	<i>SRS I / SRS II / Snr. SRS / Contract of Service</i>
	4.b The application shall be thoroughly assessed based on the standards	none	10 working days	<i>SRS II / Snr. SRS</i>
	4.c The application shall be entered/registered in the OIMS DOI Database, with the scanning of documents for filing.	none		
	4.d If substantially complied, the processor shall prepare the following documents for review submission: <ul style="list-style-type: none"> • Registration Form Certificate 	none		
	5. Final Review and Endorsement			
	5.a The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the following for approval and issuance of Certificate:	none	5 working days	<i>Division Chief / Supervising SRS</i>

	<ul style="list-style-type: none"> • Registration Form • Certificate <p>[In case the application needs resubmission of the required documents for clarification, non-acceptance, or lacking requirements, the application shall be returned to the Processor to inform the applicant of the reason why the application cannot proceed.]</p> <p>[When endorsed, the other required documents shall be returned to the Processor for filing in the Applicant's File Folder.]</p>			
	<p>6. Approval of Application and Issuance of Certificate</p>			
	<p>6.a The following documents shall be signed by Director for approval of the application:</p> <ul style="list-style-type: none"> • Registration Form • Certificate <p>[In case the application shall be disapproved by the Director, the documents shall be returned to the Chief SRS with the reason of</p>	<p>none</p>	<p>3 working days</p>	<p><i>Director, VFO</i></p>

	disapproval clearly written.]			
	7. Applicant Notification			
	<p>7.a The approved/duly signed documents mentioned in #7.a shall be returned to the Processor.</p>	none	1 working day	
	<p>7.b The applicant shall be notified of the approval of application and is ready for pick-up. Only the following documents shall be released:</p> <ul style="list-style-type: none"> • Certificate • Letter to Applicant <p>[For mailed application, the same documents shall be sent by carrier, with electronic copies send by email. These documents shall be kept secure prior to claim of the applicant.]</p> <p>The Validation Form shall be kept by the Processor in the Applicant's File Folder together with the application required documents. The OIMS DOI Database shall be updated on the issuance.</p>	none		SRS II / Snr. SRS
8. Receipt of approved certificate	8.a The documents mentioned in 8.b shall be released	none		Client

	upon presentation of valid identification or proper/valid Certification/Authorization.			
	8.b For mailed application, the same documents shall be sent by carrier, with electronic copies send by email.	none		<i>SRS II / Snr. SRS</i>
Total Number of Days		20 Working Days		



ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)

PROCESSES

1. Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New & Renewal
2. Issuance of Certificate of Coal End-User Registration (CEUR)
3. Issuance of Certificate of Coal End-User Registration Renewal (CEURR)
4. Issuance of Certificate of Coal Trader Accreditation (CTA) – New
5. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)
6. Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit
7. Procedure on the Processing of Clearance of Cases
8. Payment of Fees



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

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with 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	WHERE TO SECURE	
Submit one (1) set of the following:		
1. Application Letter addressed to VFO 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. Area Clearance from DOE-ITMS.		
7. Certification of Residency from: 7.1 Barangay Captain 7.2 Municipal/City Mayor		
8. 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		
7.3 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				
9. Proof of Working Capital (i.e., Certificate of Bank Deposit)				
10. Operating Agreement				
11. Contract of Purchase and Sale				
12. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-VFO or bank Application Fee Php 1,000.00 per hectare or fraction thereof (<i>non-refundable</i>)		
<i>Additional Requirements for Supervised SSCMP:</i>				
a. Operating Agreement				
b. Contract of Purchase and Sale				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		<i>Records Officer</i>
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin Staff, Office of the Director</i>

	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None	6 Working Day	<i>Sr. SRS / SRS II</i>
	1.4.b. If not technically qualified, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.a. If technically qualified, ERDUD endorse the application to VFO Legal Section	None		<i>Sr. SRS / SRS II</i>
	1.5 Legal Section conducts Legal Evaluation	None	3 Working Days	<i>Legal Officer, VFO</i>
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.5 ERDUD Reviews and Approves the evaluated SSCMP application	None	4 Working Days	<i>Chief SRS, ERDUD</i>

	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If approved, ERDUD endorses the application to VFO-OD for approval	None		<i>Chief SRS, ERDUD</i>
	1.6 VFO-OD Reviews and Approves the evaluated SSCMP application	None		<i>Director, VFO</i>
	1.6.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None	3 Working Day	<i>Director, VFO</i>
	1.6.2 If approved, VFO-OD records and transmits the approved SSCMP to ERDUD	None		<i>Admin Staff, Office of the Director</i>
	1.7 ERDUD records and transmits the approved SSCMP to VFO-Records Officer	None	1 Working Day	<i>Records Officer</i>
	1.8 VFO-Records Officer releases the approved SSCMP thru mail/ pick-up	None	1 Working Day	<i>Records Officer</i>
Total Number of Days		20 Working Days		



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

The issuance of Certificate of CEUR is for any person or business entity requiring the supply and delivery of coal for its own use or utilization. It has a validity of ten (10) years. The issuance is based on DC2012-05-0006.

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)	VFO-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-VFO or bank Application Fee – Php 5,000.00 (<i>non-refundable</i>)



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 – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		<i>Records Officer</i>
	1.3 VFO-OD records/reviews the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None		<i>Director, VFO</i> <i>Admin Staff, Office of the Director</i>
	1.4 ERDUD conducts technical evaluation	None	<i>Sr. SRS / SRS II</i>	
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	1 Working Day	<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses to Legal	None	6 Working Days 4 Working Days	<i>Chief SRS, ERDUD</i>

	Section for review and evaluation			
	1.5 Legal Section conducts Legal Evaluation	None		<i>Legal Officer, VFO</i>
	1.5.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.6 Prepare CEUR Documents and endorse to CSRS for review	None	4 Working Days 2 Working Days 1 Working Day	<i>Sr. SRS / SRS II</i>
	1.7 Reviews and endorses to VFO-OD for final review and/or approval	None		<i>Chief SRS, ERDUD</i>
	1.8 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>
	1.8.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.9 VFO-Records Officer updates Document Tracking System	None	2 Working Days	<i>Records Officer</i>

	(DTS) and forwards to ERDS			
	1.10 Conducts Orientation to CEUR and releases the approved CEUR	None	1 Working Day	<i>Sr. SRS / SRS II</i>
	1.9 VFO-Records Officer updates Document Tracking System (DTS) and forwards to ERDS	None	2 Working Days	<i>Records Officer</i>
	1.10 Conducts Orientation to CEUR and releases the approved CEUR	None		<i>Sr. SRS / SRS II</i>
Total Number of Days		20 Working Days		



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

The issuance of Certificate of CEURR is for coal end-user that renewed their registration. It has a validity of ten (10) years. The issuance is based on DC2012-05-0006.

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)		VFO-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 (VFO-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-VFO or bank Application Fee – Php 5,000.00 <i>(non-refundable)</i>		
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 – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO -OD	None		<i>Records Officer</i>
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.4 ERDUD conducts technical evaluation	None	6 Working Days	<i>Sr. SRS / SRS II</i>
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses to Financial Services for Financial evaluation	None		<i>Chief SRS, ERDUD</i>
	1.5 Financial Services conducts Financial Evaluation	None	3 Working Days	<i>FS - CERCD</i>

	1.5.1 If not financially qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If financially qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Sr. SRS / SRS II</i>
	1.6 Legal Section conducts Legal Evaluation	None		<i>Legal Officer, VFO</i>
	1.6.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	3 Working Days	<i>Director, VFO</i>
	1.6.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.7 Prepares CEUR-R Documents and endorses to CSRS for review	None	2 Working Days	<i>Sr. SRS / SRS II</i>
	1.7 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>
	1.7.1 VFO-OD records and transmits the approved CEUR to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>

	1.8 ERDUD records and transmits the approved CEUR to VFO-Records Officer	None	1 working Day	<i>Records Officer</i>
	1.9 VFO-Records Officer releases the approved CEUR to applicant thru mail/ pick-up	None		<i>Records Officer</i>
Total Number of Days		20 Working Days		



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

The issuance of Certificate of CTA is for any person or business entity engaged in coal trading. It has a validity of one (1) year. The issuance is based on DC2012-05-0006.

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)	ERDB-CNMD	
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. 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-VFO or bank Application Fee – Php 3,500.00 (<i>non-refundable</i>)	
For Coal Operating Contract (COC) and Small-Scale Coal Mining Permit (SSCMP) Holders:		
1. Application Letter	Client	
2. Copy of the approved and duly conformed SSCMP.		

3. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of the application.				
4. Application fee		No application fee		
For Logistics Service Provider (hauling services): items 1, 2, 3, 6, 7, 8 and the ff:				
1. List of Authorized Drivers		Client		
2. List of vehicles with plate number and copy of OR/CR				
3. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				
4. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00 (non-refundable)		
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 – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		<i>Records Officer</i>
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.4 ERDUD conducts technical evaluation	None	6 Working Days	<i>Sr. SRS /</i>

				<i>SRS II</i>
1.4.1	If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
1.4.2	If technically qualified, ERDUD endorses to Legal Section for review and evaluation	None		<i>Chief SRS, ERDUD</i>
1.5	Legal Section conducts Legal Evaluation	None		<i>Legal Officer, VFO</i>
1.5.1	If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None	4 Working Days	<i>Director, VFO</i>
1.5.2	If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
1.6	Prepares CTA Documents and endorses to CSRS for review	None	2 Working Days	<i>Sr. SRS / SRS II</i>
1.7	Reviews and endorses to VFO-OD for final review and approval	None	1 Working Day	<i>Chief SRS, ERDUD</i>
1.8	VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>

	1.8.1 VFO-OD records and transmits the approved CTA to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.9 VFO-Records Officer updates the Document Tracking System (DTS) and forwards to ERDS	None	2 Working Days	<i>Records Officer</i>
	1.10 Conducts Orientation to CTA and releases approved CTA	None		<i>Sr. SRS / SRS II</i>
Total Number of Days			20 working days	



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

The issuance of Certificate of CTAR is for accredited coal trader that renewed its Coal Trader's Accreditation. It has a validity of one (1) year. The issuance is based on DC2012-05-0006.

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)	VFO-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.	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-VFO or bank Application Fee – Php 3,500.00 (<i>non-refundable</i>)

For Coal Operating Contract (COC) and Small-Scale Coal Mining Permit (SSCMP) Holders:				
1. Application Letter		Client		
2. Copy of the approved and duly conformed SSCMP.				
3. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of the application.				
4. Application fee		No application fee		
For Logistics Service Provider (hauling services): items 1, 2, 3, 6, 7, 8 and the ff:				
1. List of Authorized Drivers		Client		
2. List of vehicles with plate number and copy of OR/CR				
3. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler				
4. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-VFO or bank Application Fee – Php 3,500.00 (non-refundable)		
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 – VFO	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>
	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		<i>Records Officer</i>
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin Staff, Office of the Director</i>

	1.4 ERDUD conducts technical evaluation	None	5 Working Days	<i>Sr. SRS / SRS II</i>
	1.4.1 If not technically qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses the application to CERCD for financial evaluation	None		<i>Chief SRS, ERDUD</i>
	1.5 CERCD conducts financial evaluation	None	4 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to ERDUD	None		<i>Chief, CERCD</i>
	1.6 ERDUD endorses the application to Legal Section for Legal Evaluation	None	1 Working Day	<i>Chief SRS, ERDUD</i>
	1.7 Legal Section conducts Legal Evaluation	None	2 Working Days	<i>Legal Officer, VFO</i>

	1.7.1 If not legally qualified, ERDUD rejects the application through a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.7.2 If legally qualified, Legal Section endorses the application to VFO-OD for review and approval	None		<i>Legal Officer, VFO</i>
	1.8 Prepares CTAR Documents and endorses to CSRS for review	None	2 Working Days	<i>Sr. SRS / SRS II</i>
	1.8 VFO-OD reviews and approves the application	None	2 Working Days	<i>Director, VFO</i>
	1.9 VFO-OD records and transmits the approved CTAR to ERDUD	None	1 working Day	<i>Admin Staff, Office of the Director</i>
	1.10 ERDUD records and transmits the approved CTAR to VFO-Records Officer	None	1 working Days	<i>Records Officer</i>
	1.11 VFO-Records Officer releases approved CTAR to applicant thru mail/ pick-up	None		<i>Records Officer</i>
Total Number of Days		20 working days		



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

All coal mines must have a Safety Department headed by a Safety Engineer duly registered with the DOE. SE and SI will be issued to qualified individuals. SE will expire upon the expiry of the SSCMP or Coal Operating Contract (COC) unless earlier relinquished or revoked. SI is valid for one (1) year. The issuance is based on DC2018-12-0028.

Office or Division	Energy Resource Development and Utilization Division (ERDUD)	
Classification	Complex Transaction	
Type of Transaction	Government-2-	
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		WHERE TO SECURE
Submit Three (3) sets of the following:		
A. For Safety Engineer		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	VFO-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 VFO 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-VFO or bank Application Fee Php 550.00 (non-refundable)	
B. For Safety Inspector		
1. Filled-out ERDB Form No. DOE-ERDB-QF-001	VFO-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 VFO 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 fees		DOE-VFO or bank Application Fee Php 550.00 (non-refundable)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents with	1.1 VFO Records Officer receives the complete documents with Official Receipt/Proof of Payment	None	1 Working Day	<i>Records Officer</i>

proof of payment – VFO	1.2 VFO Records Officer transmits the received documents with Document Tracking System (DTS) to VFO-OD	None		
	1.3 VFO-OD receives the documents and transmits to Energy Resource Development and Utilization Division (ERDUD)	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.4 ERDUD receives the documents and conducts a Technical Evaluation of the submitted application	None	2 Working Days	<i>Sr. SRS/ SRS II,</i>
	1.4.1 If not technically qualified, ERDUD rejects application with a letter signed by the VFO Director	None		<i>Director, VFO</i>
	1.4.2 If technically qualified, ERDUD endorses the application to VFO Director for final review and approval	None		<i>Chief SRS, ERDUD</i>
	1.5 VFO-OD reviews the endorsed application	None	1 Working Day	<i>Director, VFO</i>
	1.5.1 If disapproved, ERDUD rejects the application with a letter signed by the VFO Director	None		<i>Chief SRS, ERDUD</i>
	1.5.2 If approved, VFO-OD records and transmits the signed permit to ERDUD	None		<i>Admin Staff, Office of the Director</i>

	1.6 VFO-OD records and transmits the approved SE/SI to ERDUD	None	1 Working Day	<i>Admin Staff, Office of the Director</i>
	1.7 VFO-Records Officer updates the Document Tracking System (DTS) and releases the permit	None	1 Working Day	<i>Records Officer</i>
Total Number of Days		7 Working Days		



Procedure on the Processing of Clearance of Cases

Office or Division:	VFO Legal Section			
Classification:	Simple			
Type of Transaction:	Government-2-Business			
Who may avail:	Upstream and Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-QF-00 (DOE LTO/COC 2. Clearance of No Pending Case)		Processors or Legal Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the Legal Clearance issued by the processor and submit to the VFO Legal Section				<i>Client</i>
	1.1. Logs the details of the Legal Clearance	none	1 day	Admin Staff/Receiver
	1.2. Verification of Status	none	1 day	Legal Assistant
2.a. if application has pending case	2.a.1 issuance of Order of Payment	Dependent on what is declared in the Legal Order		
2.b. if application has No pending case	2.a.1 issuance of Legal Clearance		1 day	Legal Officer
	2.a.2 Releasing of Legal Clearance			
Total Number of Days	3 Working Days			



Payment of Fees

In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.

Office or Division:	Visayas Field Office			
Classification:	Simple			
Type of Transaction:	Government-2-Business			
Who may avail:	Upstream and Downstream Oil related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOE-VFO-QF-03 (Order of Payment 151 Form or OPF)		Processors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay to the Collecting Officer in the form of Cash, Manager's/ Cashier's check or Postal Money Order Check with a duly signed OPF and legal clearance	Receive duly signed OPF with legal clearance and check amount of payment	Schedule of Fees https://www.doe.gov.ph/fees-and-charges	30 mins	<i>Client</i>
	1.1. Issue pre-numbered official receipt (OR), check issued OR, and sign it.	none	1 hr	Admin Officer-II / Admin Assistant III (Collecting Officer)
	1.2. Photocopy issued OR for processor's copy	none	1 hr	Admin Officer-II / Admin Assistant III (Collecting Officer)
2. Return to the concerned processor	2. Give the original copy of the OR to the client together with the photocopy	None	30 mins	<i>Client</i>
Total Number of Days	3 hours			