



Human Resource Management Division (HRMD)
External Services



1. AS-HRMD01 Recruitment Process (1-20 External Applicants)

ISO 9001:2015 Certified: This covers promotion and hiring processes, including application receipt, evaluation, examinations, and interviews, wherein the number of applicants is determined based on the total applications received per plantilla item number after each posting period.

Office or Division:	Human Resource Management Division (HRMD)																				
Classification:	Complex																				
Type of Transaction:	G2C (Government to Citizen)																				
Who may avail:	External applicants who meet the minimum qualification standards for the position being applied for. These include qualified Filipino citizens, professionals from the private sector, returning OFWs, former government employees, career shifters, and fresh graduates. In adherence to the Equal Employment Opportunity Principle (EEOP), the DOE encourages applications from all qualified external applicants regardless of age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, or political affiliation.																				
Operating Hours:	8:00 AM - 5:00 PM																				
Statute:	Civil Service Commission (CSC) - Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised 2018																				
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7. Work Experience Sheet (1) Electronic Copy		Civil Service Commission (CSC) - Issuing Unit		
Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
For Situational Requirement				
A. Performance Rating, for those with work experience or with a previous employer				
Sub Situational Requirement/s				
A.a. If employed in the private sector				
A.a.1. Latest Performance Evaluation Form (1) Electronic Copy		Applicant / Client		
A.b. If employed in the government				
A.b.1. Latest Individual Performance Commitment Review (IPCR) (1) Electronic Copy		Former or Current Employer - Issuing Agency		
B. Outstanding Accomplishment				
Sub Situational Requirement/s				
B.a. If for Human Resource Merit Promotion and Selection Board (HRMPSB) Final Panel Interview				
B.a.1. Outstanding Accomplishments Form (1) Electronic Copy		Applicant / Client		
Remarks: If invited for an HRMPSB Final Panel Interview, the Outstanding Accomplishment Form will be sent to the applicant.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Online Application Form through the HRIPS link and attach the application documentary requirements Location: • HRIPS Link - https://hrips.doe.gov.ph/hris-doe-online/hris/initial_applicants/select_job_type_vacancy Notes/Instruction: • Application/s with incomplete documents/requirements shall not be entertained. • Applicant/s not meeting the Qualification Standard shall no longer be acted upon.	1.1. Evaluate the completeness of application documents	None	2 working day/s	• Human Resource Management Assistant, Human Resource Management Officer II / III, and Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not		25 working day/s	• Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview		1 working day/s	• Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
2. Attend the virtual HRMD Initial Interview Location:	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	1 working day/s	• Human Resource Management Assistant, Human Resource



The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has been previously interviewed</i>				Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE)	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Bureau/Service/Office End-User, where the



Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction: <i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>				vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Bureau/Service/Office End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i>	5.1. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee
	5.2. Prepare, review, and sign of Job Offer		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
	5.3. Release signed Job Offer to the applicant		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
Total Processing Time:		Working Days: 60 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPSB Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
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Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



2. AS-HRMD01-01 Recruitment Process (21-60 External Applicants)

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Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
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A. Performance Rating, for those with work experience or with a previous employer				
Sub Situational Requirement/s				
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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	1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not		40 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
2. Attend the virtual HRMD Initial Interview Location:	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	3 working day/s	Human Resource Management Assistant, Human Resource



The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has been previously interviewed</i>				Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		3 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE)	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Bureau/Service/Office End-User, where the



Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction: <i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>				vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Bureau/Service/Office End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i>	5.1. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee
	5.2. Prepare, review, and sign of Job Offer		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
	5.3. Release signed Job Offer to the applicant		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
Total Processing Time:		Working Days: 90 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions
DOE - All Bureaus/Services/Offices



Office Groups and Divisions					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPSB Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
Oil Industry Management Bureau (OIMB)	Energy Policy and Planning Bureau (EPPB)	Electric Power Industry Management Bureau (EPIMB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)
Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



3. AS-HRMD01-02 Recruitment Process (61-120 External Applicants)

ISO 9001:2015 Certified: This covers promotion and hiring processes, including application receipt, evaluation, examinations, and interviews, wherein the number of applicants is determined based on the total applications received per plantilla item number after each posting period.

Office or Division:	Human Resource Management Division (HRMD)																				
Classification:	Complex																				
Type of Transaction:	G2C (Government to Citizen)																				
Who may avail:	External applicants who meet the minimum qualification standards for the position being applied for. These include qualified Filipino citizens, professionals from the private sector, returning OFWs, former government employees, career shifters, and fresh graduates. In adherence to the Equal Employment Opportunity Principle (EEOP), the DOE encourages applications from all qualified external applicants regardless of age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, or political affiliation.																				
Operating Hours:	8:00 AM - 5:00 PM																				
Statute:	Civil Service Commission (CSC) - Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised 2018																				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application Form (1) Electronic Copy</td><td>Department of Energy (DOE) - Human Resource Management Division (HRMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Human Resource Information and Payroll System (HRIPS) DOE Website: https://hrips.doe.gov.ph/hris-doe-online/hris/initial_applicants/select_job_type_vacancy </td></tr> <tr> <td>2. Cover Letter and Updated Resume (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certificate of Graduation/Diploma, and Transcript of Records (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Civil Service Certificate of Eligibility/PRC Board Exam Rating (1) Electronic Copy</td><td>Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Integrated Bar of the Philippines (IBP)/Career Executive Service Board (CESB) - Issuing Unit</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Civil Service Commission (CSC) https://csevs.csc.gov.ph/user/eligibility - Regional and Field Offices Professional Regulation Commission (PRC) https://online.prc.gov.ph/ - National Capital Region - Morayta Integrated Bar of the Philippines (IBP) https://barista.judiciary.gov.ph https://sc.judiciary.gov.ph/guidelines-for-requesting-certifications/ Career Executive Service Board (CESB) - Eligibility and Rank Appointment Division (ERAD) </td></tr> <tr> <td>5. Certificate of seminars/trainings attended (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Form (1) Electronic Copy	Department of Energy (DOE) - Human Resource Management Division (HRMD)	<i>Remarks:</i> Human Resource Information and Payroll System (HRIPS) DOE Website: https://hrips.doe.gov.ph/hris-doe-online/hris/initial_applicants/select_job_type_vacancy		2. Cover Letter and Updated Resume (1) Electronic Copy	Applicant / Client	3. Certificate of Graduation/Diploma, and Transcript of Records (1) Electronic Copy	Applicant / Client	4. Civil Service Certificate of Eligibility/PRC Board Exam Rating (1) Electronic Copy	Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Integrated Bar of the Philippines (IBP)/Career Executive Service Board (CESB) - Issuing Unit	<i>Remarks:</i> Civil Service Commission (CSC) https://csevs.csc.gov.ph/user/eligibility - Regional and Field Offices Professional Regulation Commission (PRC) https://online.prc.gov.ph/ - National Capital Region - Morayta Integrated Bar of the Philippines (IBP) https://barista.judiciary.gov.ph https://sc.judiciary.gov.ph/guidelines-for-requesting-certifications/ Career Executive Service Board (CESB) - Eligibility and Rank Appointment Division (ERAD)		5. Certificate of seminars/trainings attended (1) Electronic Copy	Applicant / Client	6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))	Applicant / Client
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5. Certificate of seminars/trainings attended (1) Electronic Copy	Applicant / Client																				
6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))	Applicant / Client																				



7. Work Experience Sheet (1) Electronic Copy		Civil Service Commission (CSC) - Issuing Unit		
Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
For Situational Requirement				
A. Performance Rating, for those with work experience or with a previous employer				
Sub Situational Requirement/s				
A.a. If employed in the private sector				
A.a.1. Latest Performance Evaluation Form (1) Electronic Copy		Applicant / Client		
A.b. If employed in the government				
A.b.1. Latest Individual Performance Commitment Review (IPCR) (1) Electronic Copy		Former or Current Employer - Issuing Agency		
B. Outstanding Accomplishment				
Sub Situational Requirement/s				
B.a. If for Human Resource Merit Promotion and Selection Board (HRMPSB) Final Panel Interview				
B.a.1. Outstanding Accomplishments Form (1) Electronic Copy		Applicant / Client		
Remarks: If invited for an HRMPSB Final Panel Interview, the Outstanding Accomplishment Form will be sent to the applicant.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Online Application Form through the HRIPS link and attach the application documentary requirements Location: • HRIPS Link - https://hris.doe.gov.ph/hris-doe-online/hris/initial_applicants/select_job_type_vacancy Notes/Instruction: • Application/s with incomplete documents/requirements shall not be entertained. • Applicant/s not meeting the Qualification Standard shall no longer be acted upon.	1.1. Evaluate the completeness of application documents 1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not 1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview	None	12 working day/s 55 working day/s 5 working day/s	• Human Resource Management Assistant, Human Resource Management Officer II / III, and Chief Administrative Officer; Human Resource Management Division (HRMD) • Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD) • Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
2. Attend the virtual HRMD Initial Interview Location:	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	5 working day/s	• Human Resource Management Assistant, Human Resource



The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has been previously interviewed</i>				Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		7 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		5 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE)	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Bureau/Service/Office End-User, where the



Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction: <i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>				vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Bureau/Service/Office End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i>	5.1. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee
	5.2. Prepare, review, and sign of Job Offer		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
	5.3. Release signed Job Offer to the applicant		1 working day/s	Human Resource Management Officer II or III and Director; Pre-HRMPSB Committee
Total Processing Time:		Working Days: 120 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions
DOE - All Bureaus/Services/Offices



Office Groups and Divisions					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
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Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPSB Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
Oil Industry Management Bureau (OIMB)	Energy Policy and Planning Bureau (EPPB)	Electric Power Industry Management Bureau (EPIMB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)
Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



Human Resource Management Division (HRMD)
Internal Services



1. AS-HRMD02 Recruitment Process (1-20 Internal Applicants)

ISO 9001:2015 Certified: This covers promotion and hiring processes, including application receipt, evaluation, examinations, and interviews, wherein the number of applicants is determined based on the total applications received per plantilla item number after each posting period.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	An internal applicant who meets the minimum qualification standards for the position being applied for. It refers to a person who is already employed within an organization and is applying for a different position within the same organization. This could be a promotion, reappointment, or a transfer to a different office.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Civil Service Commission (CSC) - Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised 2025
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Form (1) Electronic Copy	Department of Energy (DOE) - Human Resource Management Division (HRMD)
Remarks: Human Resource Information and Payroll System (HRIPS) DOE Website: https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index	
2. Cover Letter and Updated Resume (1) Electronic Copy	Applicant / Client
3. Certificate of Graduation/Diploma, and Transcript of Records (1) Electronic Copy	Applicant / Client
4. Civil Service Certificate of Eligibility/PRC Board Exam Rating (1) Electronic Copy	Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Integrated Bar of the Philippines (IBP)/Career Executive Service Board (CESB) - Issuing Unit
Remarks: Civil Service Commission (CSC) https://csevs.csc.gov.ph/user/eligibility - Regional and Field Offices Professional Regulation Commission (PRC) https://online.prc.gov.ph/ - National Capital Region - Morayta Integrated Bar of the Philippines (IBP) https://barista.judiciary.gov.ph https://sc.judiciary.gov.ph/guidelines-for-requesting-certifications/ Career Executive Service Board (CESB) - Eligibility and Rank Appointment Division (ERAD)	
5. Certificate of seminars/trainings attended (1) Electronic Copy	Applicant / Client
6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))	Applicant / Client
7. Work Experience Sheet (1) Electronic Copy	Civil Service Commission (CSC) - Issuing Unit



Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
8. Latest Individual Performance Commitment Review (IPCR) (1) Electronic Copy			Applicant / Client	
For Situational Requirement				
A. Outstanding Accomplishment				
Sub Situational Requirement/s				
A.a. If for Human Resource Merit Promotion and Selection Board (HRMPSB) Final Panel Interview				
A.a.1. Outstanding Accomplishments Form (1) Electronic Copy			Applicant / Client	
Remarks: If the applicant is invited to an HRMPSB Final Panel Interview, the Outstanding Accomplishment Form will be sent to the applicant's registered email address for completion and submission.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Online Application Form through the HRIPS link and attach the application documentary requirements Location: • HRIPS Link - https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index Notes/Instruction: - Application/s with incomplete documents/requirements shall not be entertained. - Applicant/s not meeting the Qualification Standard shall no longer be acted upon. - Applicants are likewise advised to regularly read and review the Application Guidelines and related advisories posted on the official DOE website to ensure compliance with submission procedures and requirements.	1.1. Evaluate the completeness of application documents	None	2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II / III, and Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not		25 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
2. Attend the virtual HRMD Initial Interview Location: The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: This process may be skipped if the applicant/s has been previously interviewed	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource



				Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE) Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction:	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices



<i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i> <i>The applicant/s who passed the HRMPSB interview/deliberation will be informed/notified once the appointment papers has been approved by the Appointing Authority.</i>	5. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee
Total Processing Time:		Working Days: 58 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
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Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPSB Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
Oil Industry Management Bureau (OIMB)	Energy Policy and Planning Bureau (EPPB)	Electric Power Industry Management Bureau (EPIMB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)
Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



2. AS-HRMD02-01 Recruitment Process (21-60 Internal Applicants)

ISO 9001:2015 Certified: This covers promotion and hiring processes, including application receipt, evaluation, examinations, and interviews, wherein the number of applicants is determined based on the total applications received per plantilla item number after each posting period.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	An internal applicant who meets the minimum qualification standards for the position being applied for. It refers to a person who is already employed within an organization and is applying for a different position within the same organization. This could be a promotion, reappointment, or a transfer to a different office.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Civil Service Commission (CSC) - Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised 2025
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Form (1) Electronic Copy	Department of Energy (DOE) - Human Resource Management Division (HRMD)
Remarks: Human Resource Information and Payroll System (HRIPS) DOE Website: https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index	
2. Cover Letter and Updated Resume (1) Electronic Copy	Applicant / Client
3. Certificate of Graduation/Diploma, and Transcript of Records (1) Electronic Copy	Applicant / Client
4. Civil Service Certificate of Eligibility/PRC Board Exam Rating (1) Electronic Copy	Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Integrated Bar of the Philippines (IBP)/Career Executive Service Board (CESB) - Issuing Unit
Remarks: Civil Service Commission (CSC) https://csevs.csc.gov.ph/user/eligibility - Regional and Field Offices Professional Regulation Commission (PRC) https://online.prc.gov.ph/ - National Capital Region - Morayta Integrated Bar of the Philippines (IBP) https://barista.judiciary.gov.ph https://sc.judiciary.gov.ph/guidelines-for-requesting-certifications/ Career Executive Service Board (CESB) - Eligibility and Rank Appointment Division (ERAD)	
5. Certificate of seminars/trainings attended (1) Electronic Copy	Applicant / Client
6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))	Applicant / Client
7. Work Experience Sheet (1) Electronic Copy	Civil Service Commission (CSC) - Issuing Unit



Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
8. Latest Individual Performance Commitment Review (IPCR) (1) Electronic Copy			Applicant / Client	
For Situational Requirement				
A. Outstanding Accomplishment				
Sub Situational Requirement/s				
A.a. If for Human Resource Merit Promotion and Selection Board (HRMPSB) Final Panel Interview				
A.a.1. Outstanding Accomplishments Form (1) Electronic Copy			Applicant / Client	
Remarks: If the applicant is invited to an HRMPSB Final Panel Interview, the Outstanding Accomplishment Form will be sent to the applicant's registered email address for completion and submission.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Online Application Form through the HRIPS link and attach the application documentary requirements Location: • HRIPS Link - https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index Notes/Instruction: - Application/s with incomplete documents/requirements shall not be entertained. - Applicant/s not meeting the Qualification Standard shall no longer be acted upon. - Applicants are likewise advised to regularly read and review the Application Guidelines and related advisories posted on the official DOE website to ensure compliance with submission procedures and requirements.	1.1. Evaluate the completeness of application documents	None	7 working day/s	Human Resource Management Assistant, Human Resource Management Officer II / III, and Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not		40 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
2. Attend the virtual HRMD Initial Interview Location: The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: This process may be skipped if the applicant/s has been previously interviewed	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource



				Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		3 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE) Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction:	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices



<i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i> <i>The applicant/s who passed the HRMPSB interview/deliberation will be informed/notified once the appointment papers has been approved by the Appointing Authority.</i>	5. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee
Total Processing Time:		Working Days: 88 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPBSB Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPBSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
Oil Industry Management Bureau (OIMB)	Energy Policy and Planning Bureau (EPPB)	Electric Power Industry Management Bureau (EPIMB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)
Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



3. AS-HRMD02-02 Recruitment Process (61-120 Internal Applicants)

ISO 9001:2015 Certified: This covers promotion and hiring processes, including application receipt, evaluation, examinations, and interviews, wherein the number of applicants is determined based on the total applications received per plantilla item number after each posting period.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	An internal applicant who meets the minimum qualification standards for the position being applied for. It refers to a person who is already employed within an organization and is applying for a different position within the same organization. This could be a promotion, reappointment, or a transfer to a different office.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Civil Service Commission (CSC) - Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) Revised 2025
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Form (1) Electronic Copy	Department of Energy (DOE) - Human Resource Management Division (HRMD)
Remarks: Human Resource Information and Payroll System (HRIPS) DOE Website: https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index	
2. Cover Letter and Updated Resume (1) Electronic Copy	Applicant / Client
3. Certificate of Graduation/Diploma, and Transcript of Records (1) Electronic Copy	Applicant / Client
4. Civil Service Certificate of Eligibility/PRC Board Exam Rating (1) Electronic Copy	Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Integrated Bar of the Philippines (IBP)/Career Executive Service Board (CESB) - Issuing Unit
Remarks: Civil Service Commission (CSC) https://csevs.csc.gov.ph/user/eligibility - Regional and Field Offices Professional Regulation Commission (PRC) https://online.prc.gov.ph/ - National Capital Region - Morayta Integrated Bar of the Philippines (IBP) https://barista.judiciary.gov.ph https://sc.judiciary.gov.ph/guidelines-for-requesting-certifications/ Career Executive Service Board (CESB) - Eligibility and Rank Appointment Division (ERAD)	
5. Certificate of seminars/trainings attended (1) Electronic Copy	Applicant / Client
6. Photo (Sample: 1 piece 3.5 cm x 4.5 cm (passport size))	Applicant / Client
7. Work Experience Sheet (1) Electronic Copy	Civil Service Commission (CSC) - Issuing Unit



Remarks: Civil Service Commission (CSC) Website: https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet				
8. Latest Individual Performance Commitment Review (IPCR) (1) Electronic Copy			Applicant / Client	
For Situational Requirement				
A. Outstanding Accomplishment				
Sub Situational Requirement/s				
A.a. If for Human Resource Merit Promotion and Selection Board (HRMPSB) Final Panel Interview				
A.a.1. Outstanding Accomplishments Form (1) Electronic Copy			Applicant / Client	
Remarks: If the applicant is invited to an HRMPSB Final Panel Interview, the Outstanding Accomplishment Form will be sent to the applicant's registered email address for completion and submission.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Online Application Form through the HRIPS link and attach the application documentary requirements Location: • HRIPS Link - https://hrips.doe.gov.ph/hris-doe-app/hris/vacancy_plantillas/my_vacancies_index Notes/Instruction: - Application/s with incomplete documents/requirements shall not be entertained. - Applicant/s not meeting the Qualification Standard shall no longer be acted upon. - Applicants are likewise advised to regularly read and review the Application Guidelines and related advisories posted on the official DOE website to ensure compliance with submission procedures and requirements.	1.1. Evaluate the completeness of application documents	None	12 working day/s	Human Resource Management Assistant, Human Resource Management Officer II / III, and Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.2. Evaluate the applicant's credentials vis-à-vis the position's Qualification Standards to determine if the applicant/s is qualified or not		55 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	1.3. Schedule the applicant/s to attend the virtual HRMD Initial Interview		5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)



2. Attend the virtual HRMD Initial Interview Location: The link for the virtual interview will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has been previously interviewed</i>	2.1. Conduct of the virtual HRMD Initial Interview with applicant/s	None	5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	2.2. Schedule the applicant/s to take the DOE Qualifying Examination		3 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
3. Take the DOE Online Qualifying Examination Location: The link for the DOE Online Qualifying Examination will be sent directly to the applicant's email Notes/Instruction: <i>This process may be skipped if the applicant/s has previously taken and passed the examination</i> <i>The applicant/s who failed the DOE Online Qualifying Examination shall no longer be acted upon.</i>	3.1. View the results of the DOE Online Examination / Psychological Assessment	None	5 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.2. Prepare an assessment sheet of each applicant for a particular vacant position		7 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.3. Prepare a referral memorandum for a particular vacant position		2 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.4. Submit the referral memorandum and assessment sheets to the immediate supervisor		1 working day/s	Human Resource Management Assistant, Human Resource Management Officer II and III; Human Resource Management Division (HRMD)
	3.5. Review referral memorandum and assessment sheets		5 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource Management Division (HRMD)
	3.6. Release of referral memorandum and assessment sheets to End-User		1 working day/s	Supervising Administrative Officer or Chief Administrative Officer; Human Resource



				Management Division (HRMD)
4. Attend the in-person End-User Evaluation (EUE) Committee Interview / Deliberation Location: Department of Energy (DOE), Bureau/Service/Office where the vacancy is Notes/Instruction: <i>The applicant/s who failed the End-User Evaluation (EUE) Committee assessment shall no longer be acted upon</i>	4.1. Conduct of the in-person End-User Evaluation (EUE) Committee assessment	None	11 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.2. Prepare the End-User Evaluation (EUE) Committee's endorsement		1 working day/s	Respective End-User, where the vacancy is; DOE - All Bureaus/Services /Offices
	4.3. Receive, check, and verify EUE Committee's endorsement/submission		1 working day/s	Clerk III and Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.4. Prepare Notice of Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting and Request submission of Outstanding Accomplishment Form		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.5. Schedule pre-HRMPSB Meeting		1 working day/s	Human Resource Management Officer II or III; Human Resource Management Division (HRMD)
	4.6. Conduct of Pre-HRMPSB Meeting		1 working day/s	Director and Human Resource Merit Promotion and Selection Board Secretariat; Pre-HRMPSB Committee
5. Submit the Outstanding Accomplishment Form and Attend the in-person Human Resource Merit Promotion and Selection Board (HRMPSB) final panel interview/deliberation Location: recruitment@doe.gov.ph Notes/Instruction: <i>Invitation for the date, venue, and schedule of the HRMPSB Final Panel Interview will be sent directly to the applicant/s email.</i> <i>The applicant/s who failed the HRMPSB interview/deliberation will be informed/notified accordingly.</i>	5. Conduct of the in-person Human Resource Merit Promotion and Selection Board Regular Deliberation/Meeting	None	1 working day/s	Human Resource Merit Promotion and Selection Board and Secretariat; HRMPSB Committee



The applicant/s who passed the HRMPSB interview/deliberation will be informed/notified once the appointment papers has been approved by the Appointing Authority.				
Total Processing Time:		Working Days: 118 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Pre-HRMPSB Committee					



Office Groups and Divisions					
Administrative Services (AS)	Human Resource Management Division (HRMD)				
HRMPSB Committee					
Office of the Secretary	Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Renewable Energy Management Bureau (REMB)	Energy Utilization Management Bureau (EUMB)
Oil Industry Management Bureau (OIMB)	Energy Policy and Planning Bureau (EPPB)	Electric Power Industry Management Bureau (EPIMB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)
Administrative Services (AS)	Human Resource Management Division (HRMD)	Energy Research and Testing Laboratory Services (ERTLS)	Department of Energy - Luzon Field Office	Department of Energy - Visayas Field Office	Department of Energy - Mindanao Field Office



1. AS-HRMD03 REQUEST FOR AUTHORIZATION TO RENDER OVERTIME SERVICES WITH PAY

This process involves reviewing, approving, and documenting a formal request for employees to work beyond regular working hours, with compensation provided.

Office or Division:	Administrative Services (AS)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE employees			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	DBM Joint Circular No. 02 s., 2025 - Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Authorization to Render Overtime Work (RAROW) Form (1) Original Copy			DEPARTMENT OF ENERGY - HUMAN RESOURCES MANAGEMENT DIVISION	
2. Memorandum Request addressed to the Chief Administrative Officer of the HRMD (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished and signed Memorandum Request and RAROW Form to the HRMD Location: HRMD office, Old Lobby, DOE Main Building	1.1. Check the completeness of the submitted memorandum request and RAROW Form/s and endorse to the HRMD Chief.	None	4 hour/s	• Clerk III; Human Resource Management Division (HRMD)
	1.2. Provide instructions to the concerned HRMD Unit handling the processing of Overtime Work, for appropriate action.		4 hour/s	• Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.3. Evaluate thoroughly the merit of the Work to be rendered for Overtime with Pay and prepare memorandum for the Secretary and the Certification of Authority to Render Overtime Work.		1 working day/s	• Human Resource Management Officer I or Human Resource Management Officer III; Human Resource Management Division (HRMD)
	1.4. Review and sign/initial Memorandum and RAROW form and its Certification		1 working day/s	• Supervisor and Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.5. Review and sign/initial Memorandum and RAROW form and its Certification and endorse to the Office of the Undersecretary of Administrative Service		2 working day/s	• Director ; Administrative Services (AS)
	1.6. Review and sign/initial Memorandum and RAROW form and its Certification and endorse to the Office of the Secretary, for signature and approval.		5 working day/s	• Department Undersecretary ; Office of the Undersecretary



	1.7. Examine, approve, and sign the Memorandum, RAROW form, and its Certification		7 working day/s	• Department Secretary; Office of the Secretary
	1.8. Receive the signed and approved Certification		4 hour/s	• Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.9. Release the approved and signed Certification and RAROW Form to the requesting employee/unit through e-mail.		4 hour/s	• Human Resources Management Officer I; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 18 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-HRMD04 Issuance of Service Record and other Employee Certification

This process involves receiving, reviewing, approving, and documenting a formal request for the issuance of an employee's Service Record, Certificate of Employment, Certificate of Employment with Compensation, Actual Duties and Responsibilities, Good Moral, ensuring that all employment details are verified, accurately prepared, and officially released for authorized use.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request to HRMD (e.g. Request for the following: Service Record Certificate of Employment Certificate of Employment with Compensation Actual Duties and Responsibilities Good Moral) through phone call, email, Human Resource Information and Payroll System (HRIPS) or logbook Location: Old Lobby, Ground Floor, DOE Main Building Notes/Instruction: Clients may lodge their requests through any of the following channels: 1. through phone: dial local 217 and look for Admin officer, HRMD PASS 2. through email: To: HRMD Chief CC: HRMD-PASS Supervising, Leave Unit Head Subject: Request for (document needed) 3. through HRIPS: (http://10.20.75.97:8000/hris-doe-app/hris/certificate_of_employment/request_certificate_of_employment) Fill-out the form and submit your request 4. through logbook: go to HRMD office and look for Leave Unit staff and write down request in the logbook.	1.1. Receive request through phone call, email, HRIPS, or logbook .	None	4 hour/s	• Administrative Officer II; Human Resource Management Division (HRMD)
	1.2. Prepare draft of requested documents together with attachment to validate the information in the certificate and endorse to unit head.		1 working day/s	• Administrative Officer II; Human Resource Management Division (HRMD)
	1.3. Review the documents and endorse to Supervisor.		2 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.4. Review the documents and endorse for final approval.		2 hour/s	• Supervising Administrative Officer; Human Resource Management Division (HRMD)
	1.5. Sign and approve the documents.		4 hour/s	• Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.6. Notify and issue documents through phone call, Viber, email or hard copy as requested.		4 hour/s	• Administrative Officer II; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 3 working day/s		



Total Processing Fee:	Total Standard Fee: None
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5. AS-HRMD05 Processing of Applications for Magna Carta Eligibility

R.A 8439 or An Act providing a Magna Carta for Scientist, Engineers, Researchers and Other Science and Technology Personnel

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Individual Memorandum endorsed by the Screening Sub-Committee Level to the Screening Committee Executive Level through its TWG/Secretariat (1) Original Copy			Applicant / Client	
2. Signed Individual Assessment Form (1) Original Copy			Department of Energy - Human Resource Management Division	
3. Diploma/s and academic Transcript of Records (TOR) (1) Certified True Copy			Applicant / Client	
4. Organizational Chart/Function (1) Photo Copy			Applicant / Client	
5. Signed Service Records (1) Certified True Copy			Department of Energy - Human Resource Management Division	
6. Position Description Form (PDF) (1) Certified True Copy			Department of Energy - Human Resource Management Division	
7. CSC eligibility/ies, or PRC license/s (1) Certified True Copy			Civil Service Commission or Professional Regulation Commission - Issuing Unit	
8. Latest rated Individual Performance Commitment and Review (IPCR) (1) Photo Copy			Department of Energy - Human Resource Management Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete application requirements for Magna Carta Eligibility Location: Human Resource Management Division, Ground Floor, Main Building, Department of Energy Notes/Instruction: Incomplete requirements will not be acted upon.	1.1. Receive and check completeness of application requirements	None	1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.2. Preparation of Checklist and Endorsement to the Technical Working Group (TWG)		1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. AS-HRMD06 Processing of Applications for GSIS Retirement/Separation

Republic Act Number 8291 otherwise known as the "**Government Service Insurance System Act of 1997**". Processing of retirement or separation benefits to officially process their exit from government service and claim the benefits they earned based on their years of service and eligibility.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. GSIS Retirement/Separation Form (1) Original Copy			Government Service Insurance System - Issuing Unit	
<i>Remarks:</i> Click downloadable forms in the link: https://www.gsis.gov.ph/downloadable-forms/				
2. Declaration of Pendency / Non-Pendency of Case (1) Original Copy			Government Service Insurance System - Issuing Unit	
<i>Remarks:</i> Click downloadable forms in the link: https://www.gsis.gov.ph/downloadable-forms/				
3. Certificate of Leave Without Pay (CLWOP) (1) Original Copy			Department of Energy - Human Resource Management Division	
4. Service Record (SR) (1) Original Copy			Department of Energy - Human Resource Management Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of the Application form with complete requirements for Retirement / Separation Location: Human Resource Management Division, Ground Floor, Main Building, Department of Energy Notes/Instruction: Submission to GSIS happens once a week, depends on the availability of the vehicle	1.1. Receive and check completeness of application requirements. Endorsement to Authorize Agency Officer for signature.	None	1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.2. Signing of GSIS Application for Retirement/Separation Form.		1 working day/s	• Division Chief & Supervising Administrative Officer; Human Resource Management Division (HRMD)
	1.3. Submission of application documents to GSIS and notification to the applicant.		1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



7. AS-HRMD07 Processing of Applications for GSIS Loan

Sections 7 and 8 of Republic Act Number 8291 otherwise known as the "**Government Service Insurance System Act of 1997**". This governs penalties for delayed premium remittances and the national government's guarantee of GSIS obligations.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant/employee to file application loan through GSIS touch mobile application Location: GSIS Touch App Notes/Instruction: https://www.gsis.gov.ph/availing-loans-via-facial-authentication/	1.1. Received loan application thru GSIS Wireless Automated Processing System (GWAPS).	None	4 hour/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
1. Log in to the GSIS Touch Application 2. Go to the "Loans" icon and select the loan type you wish to apply (e.g., Multipurpose Loan Plus). 3. Proceed with the identity verification using selfie liveness and facial authentication. (Tentative computation details shown) 4. Get ready to capture your selfie. 5. The system will match (face match) the captured selfie with the photo in the Digital ID. The borrower shall receive a confirmation message once the identity has been verified. 6. Go to Applied Loans to check the status of the submitted loan application.	1.2. Endorsed to the Payroll Unit for the evaluation of Net Take Home Pay and provide feedback to HRMD-PWPMS		4 hour/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.3. Approve loan thru the GSIS Wireless Automated Processing System (GWAPS), enabling GSIS to process the application and notify the applicant upon approval.		4 hour/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 1 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		



8. AS-HRMD08 Processing of Updating/Correction of Personal Data or Civil Status of an employee in GSIS

Section 6 of Republic Act Number 8291 otherwise known as the "**Government Service Insurance System Act of 1997**". Requires employers to report changes in employees status or salaries and remit contributions within the deadline.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Signed Memorandum to HRMD Chief Administrative Officer (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
2. PSA Birth Certificate or Marriage Contract (1) Original Copy Or (1) Electronic Copy			Philippine Statistics Authority - Issuing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Memo request for change of/correction /update of name/personal data or civil status and supporting document. Location: Human Resource Management Division, Ground Floor, Main Building, Department of Energy or submit thru email at jbangabang@doe.gov.ph	1.1. Receive and check attachments	None	4 hour/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.2. Encode the request and upload the required documents, like Birth Certificate, Marriage License, etc. Submit online in the Agency Remittance Advice (ARA) in the GSIS system, enabling GSIS to update member's data in the system. Notify the client that the request has been submitted to GSIS.		4 hour/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. AS-HRMD09 Processing of Applications for Program on Awards and Incentives for Service Excellence (PRAISE)

Civil Service Commission (CSC) approved DOE-PRAISE on 16 May 2022 and CSC Memorandum Circular No. 01, s. 2001 or Program on Awards and Incentives for Service Excellence (PRAISE). This aims to motivate and reward public sector employees for excellent performance, good behavior, and innovative ideas. Required by the Philippine Civil Service Commission, the program helps improve employee productivity and the quality of public service.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Civil Service Approved (2021) Department of Energy System on the Program on Awards and Incentives for Service Excellence (PRAISE)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum from the applicant to Human Resource Management Division (HRMD) Chief Administrative Officer (1) Original Copy			Applicant / Client	
2. Nomination Form for Incentives (1) Original Copy			Department of Energy - Human Resource Management Division	
3. Individual Performance Commitment and Review (IPCR) at least Very Satisfactory rating for the last two (2) rating periods (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. For Career and Self Development Incentive				
A.1. Diploma or Transcript of Record (TOR) issued by the School Registrar (1) Certified True Copy Or (1) Original Copy			Applicant / Client	
B. For Performance in Licensure Examination Incentives / Academic Excellence Incentives				
B.1. Certificate and/or any other document proving the passing or placing among top ten, graduated with honors, or has received a special award, citation/ recognition, graduation from bachelor's degree/masteral or doctorate degree (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application for PRAISE Benefits Location: Human Resource Management Division, Ground Floor, Main Building, Department of Energy Notes/Instruction: <i>Note* (Subject to availability of funds per CSC approved guidelines)</i>	1.1. Receive and review completeness of the application requirements	None	1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.2. Preparation of Matrix/Summary of applications received.		3 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.3. Coordination with the PRAISEC for schedule of deliberation		1 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.4. Conduct of PRAISEC deliberation		1 working day/s	• Members; Program on



			Awards and Incentives for Service Excellence Committee (PRAISEC)
	1.5. Preparation of memorandum and list of awardees/incentives	3 working day/s	• Human Resource Management Officer II ; Human Resource Management Division (HRMD)
	1.6. Approval of the PRAISE Committee (subject to the availability of signatories)	8 working day/s	• PRAISE Committee Members; Program on Awards and Incentives for Service Excellence Committee (PRAISEC)
	1.7. Endorsement to the Office of the Secretary for approval of the incentives	1 working day/s	• Undersecretary; Human Resource Management Division (HRMD)
	1.8. Approval of the Secretary (subject of the availability of the signatory)	7 working day/s	• Administrative Staff; Office of the Secretary
	1.9. Transmittal of the Approved PRAISE awardees to HRMD	1 working day/s	• Administrative Staff; Office of the Secretary
	1.10. Receipt and notification to the applicants	1 working day/s	• Human Resource Management Officer II; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 27 working day/s	
Total Processing Fee:		Total Standard Fee: None	

Office Legend

Office Groups and Divisions					
Program on Awards and Incentives for Service Excellence Committee (PRAISEC)					
Administrative Services (AS)	Human Resource Management Division (HRMD)				



10. AS-HRMD10 Processing of Pag-IBIG Multi-purpose Loan Applications

Modified Guidelines on Pag-IBIG Fund Loans (Pag-IBIG Circular No. 469), governs the processing of Pag-IBIG Multipurpose Loan and is a cash loan designed to help members with immediate financial needs.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly accomplished Multi-purpose Loan Application Form (1) Original Copy			Pag-IBIG Fund - Issuing Unit	
<i>Remarks:</i> Click downloadable forms in the link: https://www.pagibigfundservices.com/Views/HomePage.aspx				
2. Latest payslip with signature (1) Original Copy			Department of Energy - Human Resource Management Division	
3. Two (2) Valid Government IDs (1) Photo Copy			Applicant / Client	
4. Pag-IBIG Loyalty Plus Card, with three specimen signatures (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly accomplished Application form and supporting documents Location: Human Resource Management Division, Ground Floor, Main Building, Department of Energy Notes/Instruction: Once application form is signed, clients may opt to submit their application documents personally at the nearest Pag-IBIG branch. The submission of applicant happens once a week, depends on the availability of the vehicle.	1.1. Receive and check attachments, for endorsement to the Chief Administrative Officer of the HRMD	None	1 working day/s	• Human Resource Management Officer II; Human Resource Management Division (HRMD)
	1.2. Sign and approve multipurpose loan application		1 hour/s	• Chief Administrative Officer; Human Resource Management Division (HRMD)
	1.3. Forward the signed application to HRMD-PWPMS		1 hour/s	• Administrative Aide VI; Human Resource Management Division (HRMD)
	1.4. Receipt of the signed loan application and documents.		2 hour/s	• Human Resource Management Officer II; Human Resource Management Division (HRMD)
	1.5. Submission to Pag-IBIG branch and notification to the applicant		1 working day/s	• Human Resource Management Officer II; Human Resource Management Division (HRMD)



Total Processing Time:	Working Days: 2 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None



11. AS-HRMD11 Processing of Personnel Development Nomination

It supports the continuous enhancement of competencies, aligned with organizational goals and public service excellence. Processing of Personnel Development Nomination is one of the core processes of the Learning and Development of the Human Resource Management Division (HRMD)

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Executive Order No. 292 (Administrative Code of 1987), Section 23 – Personnel Development, CSC Memorandum Circular No. 13, s. 2014			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly Accomplished Personnel Development Nomination Form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> To be submitted through the Human Resource Information and Payroll System (HRIPS) – Online link (HRIPS) .				
2. Memorandum (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> A duly approved Cover Memorandum signed by the Undersecretary, as required by the Budget Division and endorsed by the Division Chief of the concerned Bureau/Service/Office. The memorandum must indicate the name of the nominee, funding source, justification, and purpose for attending the training and must bear the Budget Division's budget appropriation stamp with the corresponding signed date. In addition, applicants must have submitted their two (2) latest IPCR ratings to the HRMD.				
3. Budget Appropriation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> Cost Estimate/Itinerary stamped with budget appropriation from the Budget Division with the corresponding signed date.				
4. Certificate of Assignment of Responsibility and Pending Works (1) Electronic Copy			Applicant / Client	
5. Travel Plan approved by the Division Chief (1) Electronic Copy			Applicant / Client	
6. Program Invitation with registration details and fees (1) Electronic Copy			Applicant / Client	
For Situational Requirement				
A. For Foreign Training				
A.1. Personnel Development Committee Justification Matrix (1) Electronic Copy			Applicant / Client	
A.2. Learning Application Plan (LAP) (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply in HRIPS and submit the complete and duly approved requirements on or before the set deadline.	1.1. Evaluate and assess the submitted nomination documents for its correctness and completeness of the	None	2 hour/s	Administrative Officer; Human Resource



Location: Applicant must submit to HRIPS. link (HRIPS) Notes/Instruction: Only PDC application with complete requirements will be acted upon.	requirements in accordance with the PDP guidelines		Management Division (HRMD)
	1.2. Prepare of the PDC documents (Assessment Sheet, PDC Endorsement form, Memorandum, etc.) for presentation during the pre-PDC meeting for final checking of the completeness and correctness of the documents prior presentation to the regular PDC	6 hour/s	• Administrative Officer; Human Resource Management Division (HRMD)
	1.3. Deliberation of pre-qualified nominee/s in the PDC meeting presided by the Undersecretary (PDC Chair), and immediately line-up for the next PDC deliberation schedule	1 working day/s	• Members; Personnel Development Committee
	1.4. PDC Chair and members to deliberate the nominations and make appropriate recommendation for approval of the Secretary	1 working day/s	• Members; Personnel Development Committee
	1.5. Facilitate the approval of the Secretary on the PDC recommendations through the consolidation and endorsement of duly signed PDC documents, and submit the signed PDC documents to the Office of the Secretary.	1 working day/s	• Chief; Human Resource Management Division (HRMD) • Director; Administrative Services (AS) • Administrative Staff; Human Resource Management Division (HRMD)
	1.6. Secretary's approval of the PDC Nomination and transmit to the Learning and Development Section	10 working day/s	• Secretary; Office of the Secretary • Administrative Staff; Office of the Secretary
	1.7. Receipt of PDC documents and notify the nominee regarding the release of the signed original and authenticated copies of the (PDC documents)	1 working day/s	• Administrative Officer; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 15 working day/s	
Total Processing Fee:		Total Standard Fee: None	

Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)



Office Groups and Divisions					
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				
Personnel Development Committee					
Administrative Services (AS)	Human Resource Management Division (HRMD)				